

# INDER MASHI



## CONTACT

Dubai - UAE

Phone: +971-505105542 (UAE)

Email : asort87259@gmail.com

## PERSONAL DETAILS

DOB : 03/06/1996

Gender : Male

Marital Status : Single

Nationality : Indian

Passport No : P9263802

Visa Status : Employment

## SKILLS

- Ms. Office
- Ms. Word
- Ms. Excel
- Communication Skills
- Problem-Solving
- Adaptability
- Time Management
- Technical Skills
- Leadership
- Customer Service

## LANGUAGES KNOWN

- English
- Hindi
- Punjabi

## CAREER OBJECTIVE

A suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encouraged and permitted to be an active participant as well vital contribute on development of the company.

## WORK EXPERIENCE

- **Company** : TRANSGUARD GROUP L.L.C
- **Position** : CUSTOMER SERVICE
- **Duration** : 12-OCT-2023 to TILLDATE
- **Location** : DUBAI, UAE
- **Company** : BMC DUBAI
- **Position** : DELIVERY HANDLING
- **Duration** : 02 YEARS (2022-2023)
- **Location** : DUBAI, UAE
- **Company** : BLS INTERNATIONAL (MEGA MART MALL)
- **Position** : DATA ENTRY OPERATOR & CASHIER
- **Duration** : 02 YEARS (2019-2021)
- **Location** : PUNJAB, INDIA

## JOB RESPONSIBILITIES

- ✚ Providing assistance and guidance to customers regarding products, services, inquiries, and complaints.
- ✚ Responding to customer inquiries via phone, email, or in-person with professionalism and empathy.
- ✚ Safely loading and unloading merchandise or goods from delivery vehicles.
- ✚ Checking orders to ensure accuracy and completeness before delivery.
- ✚ Entering and updating data into computer systems or databases accurately and efficiently.
- ✚ Verifying data for accuracy and completeness, identifying errors or discrepancies, and making corrections as needed.
- ✚ Handling cash transactions, including receiving payments, issuing receipts, and providing change.
- ✚ Ensuring accurate pricing of items and applying discounts or promotions as required.

## EDUCATION

- ❖ Graduation (BCA)
- ❖ Diploma in Computer Application
- ❖ Higher Secondary Certificate

## DECLARATION

I hereby declare that the above information is true and correct according to the best of my knowledge & My Experience. If selected I assure that I would perform to the best of my abilities, early awaiting a Positive response.

**INDER MASHI**