



Contact

+971558196615
nikitasyam@gmail.com
Deira, Dubai
nikita-jayanth-113980220

Language

English
Malyalam
Hindi
Tamil

Skills

- Spreadsheet management
- Project planning
- Documentation and reporting
- Recordkeeping
- Database Management
- Process optimization
- Office Administration
- Letter preparation
- Store opening/closing procedures
- Cash Handling
- Leadership
- Time management

Nikita Jayanthkumar

Cashier

Motivational leader with record of success in Administrative environments. Seeks out change opportunities, capitalizing on technologies, Improved methods and gaps to surpass targets. History maintaining efficiency and high customer & employee satisfaction with responsive management style.

Experience

Dec 2021 - Present

Papparotti | Deira City Centre, Dubai, U.A.E

Cashier

- Performing accurate cash counts at store opening and closing.
- Maintaining cash registers with proficiency during high volume shopping times, reducing customer queues.
- Maintaining excellent client satisfaction by providing professional, courteous customer service.
- Handling cash and card payments with precision, maintaining customer confidentiality and discretion throughout.

Jul 2019 - Nov 2020

Transguard Group LLC Emirates Group Security | Dubai, U.A.E

Administrative Assistant

- Greeting incoming customers in a professional manner and providing a friendly, knowledgeable assistance.
- Answering telephone & email enquiries from clients, vendors and the public.
- Resolving issues swiftly and efficiently in a friendly, supportive manner.
- Received and sorted incoming mail and packages to record, dispatch or distribute to correct recipient.

Feb 2018 - Dec 2019

HDB Financial Services | Thrissur, Kerala, India

Admin cum Receptionist

- Contacting potential customers to explain company products and encourage purchases.
- Answering customers enquiries and escalating complex issues to the relevant departments as needed.
- Developed and implemented performance improvement strategies and plans to promote continuous improvement.
- Managed team of employees, overseeing hiring, training and professional growth of employees.

Education

2015 - 2018

BACHELOR OF COMMERCE

BARON COLLEGE, THRISSUR

ANNAMALAI UNIVERSITY

Software Skills

Microsoft Excel	<div><div></div></div>
Microsoft Powerpoint	<div><div></div></div>
Microsoft Word	<div><div></div></div>
Data Entry	<div><div></div></div>

2007 - 2010

BACHELOR OF COMPUTER APPLICATION

NIRMALA COLLEGE OF IT CHALAKUDY,THRISSUR

MAHATMA GANDHI UNIVERSITY

Accomplishments

- Proficient in the use of MS office.
- Greeting visitors warmly and make sure they are comfortable.
- Handling and redirecting customers queries.
- Maintaining documents and records following up with the customers Project coordination, planning & management.
- Excellent communication skills.
- Answering, screening and forwarding telephonic calls Performing administrative support.

Personal Information

Name	Nikita Jayanthkumar
Date of Birth	13/01/1990
Gender	Female
Marital Status	Married
Nationality	Indian
Passport no	T4498891

I hereby declare that the above given information is correct to the best of my knowledge and belief.

Nikita Jayanthkumar