



**KIRAN U.R**  
**CASHIER**

## CAREER SUMMARY

Dedicated and customer-focused professional with over 4 years of experience in retail operations, sales assistance, and front-office administration. Demonstrated success at Peninsula Drinks and Foods LLC, Abu Dhabi, starting as a Sales Assistant in 2020 and promoted to Cashier in 2023 due to consistent performance and strong customer service skills. Skilled in handling point-of-sale transactions, managing inventory, and delivering high-quality service in fast-paced environments. Strong interpersonal and communication skills developed through front-office experience at KSEB, Kerala. Recognized for reliability, attention to detail, and maintaining professionalism under pressure while ensuring customer satisfaction and smooth daily operations.

## PERSONAL INFO

Mobile No : +971582344005  
Email ID : kiranraviuk@gmail.com  
Nationality : Indian  
DOB : 03-March-1994  
Gender : Male  
Address : Al Habtoor Tower Al Nad Sharjah  
Visa Status : Visit Visa

## COMPUTER SKILLS

- ❖ MS- Office
- ❖ AutoCAD
- ❖ Revit

## CERTIFICATION

- ❖ ITI (Electrician)
- ❖ Auto Cad (Civil)
- ❖ UAE Driving license (manual) holder

## KEY SKILLS

- ❖ Front Desk Operations
- ❖ Data Entry
- ❖ Multitasking
- ❖ Customer Service
- ❖ Document Management
- ❖ Organizational Skills
- ❖ Communication Skills
- ❖ Record Keeping
- ❖ Professionalism
- ❖ Office Administration
- ❖ Time Management
- ❖ Team Collaboration

## ACADEMIC CREDENTIALS

- 2015**      **ITI**  
Industrial Training Institute, Kerala
- 2014**      **HIGHER SECONDARY**  
Board of Higher Secondary Examination, Kerala, India
- 2011**      **SSLC**  
Board of Public Examination, Kerala, India

## EXPERIENCE

**CASHIER | Jan 2023 – Sep 2024**  
**PENINSULA DRINKS AND FOODS LLC, ABU DHABI, UAE**

### KEY RESPONSIBILITIES

- Processed customer transactions efficiently using POS systems, maintaining accuracy in cash handling, credit card payments, and digital wallets.
- Delivered exceptional customer service by addressing inquiries, resolving complaints, and ensuring a positive shopping experience.
- Maintained an organized and clean checkout area, adhering to hygiene and safety standards.
- Assisted in inventory checks and stock replenishment, supporting smooth store operations.
- Generated daily sales reports and submitted them to the supervisor for reconciliation.
- Promoted store offers and upsold products to increase revenue and enhance customer satisfaction.
- Followed company policies and procedures related to cash transactions and customer service standards.

**SALES ASSISTANT | Sep 2020 – Dec 2022**  
**PENINSULA DRINKS AND FOODS LLC, ABU DHABI, UAE**

### KEY RESPONSIBILITIES

- Assisted customers in selecting products, providing detailed information and recommendations to enhance customer satisfaction.
- Managed point-of-sale transactions efficiently, including cash handling and card payments.
- Monitored inventory levels and restocked shelves to maintain product availability and visual merchandising standards.
- Built and maintained strong customer relationships through attentive service and follow-ups.
- Handled customer complaints and queries promptly, ensuring a positive resolution and improving store reputation.
- Collaborated with team members to achieve daily sales targets and store goals.
- Maintained cleanliness and organization of the store to meet health and safety standards.
- Prepared daily sales reports and assisted with stock audits to support store operations.

LANGUAGES KNOWN

- ❖ Malayalam (Mother Tongue)
- ❖ English
- ❖ Hindi
- ❖ Tamil

- Built and maintained strong client relationships to ensure repeat business and customer loyalty.
- Conducted market research to identify sales opportunities, competitor strategies, and customer preferences.
- Coordinated with distributors, retailers, and channel partners to maximize product visibility and sales.
- Delivered product presentations and demonstrations to clients, highlighting key features and value propositions.

FRONT OFFICE | 2018 - 2020  
KSEB, KERALA, INDIA

KEY RESPONSIBILITIES

- Welcomed and directed visitors, ensuring a professional and courteous front-desk experience.
- Answered phone calls and responded to inquiries, routing calls to appropriate departments efficiently.
- Managed daily appointments and maintained schedules for staff and officials using calendar management tools.
- Handled incoming and outgoing correspondence, including emails, letters, and official documents.
- Maintained and updated records, logs, and registers in physical and digital formats.
- Assisted in preparing reports, documents, and presentations as requested by office staff and supervisors.
- Ensured cleanliness and orderliness of the front office area, promoting a welcoming environment.

DECLARATION

Hereby declare that all the details mentioned above are in accordance with the truth and fact as per the knowledge and hold the responsibility for the correctness of the above-mentioned particulars.

KIRAN U.R