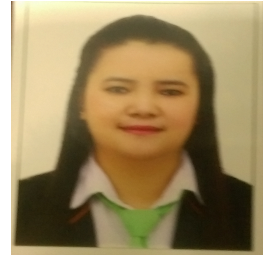


SARITA PANDEY

Mobile No: +971552841504

Email: saritapanday06@gmail.com

Dubai,UAE



CAREER OBJECTIVE

A suitable position in cashiering and receptionist with a reputed organization where I can utilize my education and experience for the optimum growth of the organization as well as personal career growth.

PROFILE

- ⇒ Bachelor's degree
- ⇒ MS Office & Internet.
- ⇒ Strongly commercial with excellent communication and influencing skills.
- ⇒ Energetic, enthusiastic with great attention to details.
- ⇒ Excellent administration skills.
- ⇒ Ability to form effective working relationships quickly.
- ⇒ Reliability and Trustworthiness.
- ⇒ Interpersonal skills.
- ⇒ Ability to grasp and adapt quickly.

CAREER HISTORY

- **Customer service Associate** at **Big Bazar** in **INDIA**
2011-2013
- **Cashier** at **KRC INTERNATIONAL** in Abu Dhabi ,UAE Feb
2014-2017
- **Cashier** at **RICH AND FRESH** both in **Supermarket** and **Hypermarket** in Abu Dhabi ,UAE March 2017 -
September 2023.

JOB RESPONSIBILTY (CASH)

- Handle cash transactions with customers using cash registers.
- Scan goods and collect payments
- Issue receipts, refunds, change or tickets.
- Redeem stamps and coupons
- Make sales referrals, cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving establishments
- Maintain clean and tidy checkout areas.
- Pleasantly deal with customers to ensure satisfaction.

JOB RESPONSIBILTY (CUSTOMER SERVICE EXECUTIVE)

- Welcoming and greeting customers.
- Assist well with the customer and understand customer needs.
- Well decorated and clean in the sales area.
- Strong ability to perform duties under pressure and perform multiple tasks simultaneously
- Ability to be calm, objective, neutral, and make good decisions under pressure
- Excellent people's skills, with the ability to create a friendly, and cooperative working relationship with others
- Excellent ability to communicate with the public, customers, and fellow staff
- Excellent ability to read, understand, and execute instructions perfectly
- Exceptional ability to adhere to company's policies, processes, and systems

ACADEMIC HISTORY

- **Bachelor of Arts**, IGNOU, India. 2011-2013
- **Diploma in Retail Management**, NIS, India. 2010-2011
- **Intermediate Education**, Lingdok Sr. Secondary School India. 2009-2010
- **D.El.Ed** from Sardar Patel University, Madhya Pradesh, India
- **SSLC**, India. Mar 2008

COMPUTER SKILLS

Office Application	:	MS Office
Others	:	Internet & Email; Fast typing skills

PERSONAL INFORMATION

Sex	:	Female
Date of birth	:	06 th Feb 1990
Marital status	:	Single
Nationality	:	Indian
Language Proficiency	:	English, Hindi and Nepali
Visa status	:	Visiting Visa
Passport No.	:	L9563101

DECLARATION

I hereby declare that the above mentioned details are true to the best of my knowledge and belief

Place: Abu Dhabi

Date:10.06.2025

Sarita Pandey