

**Mob:** 971-558804583

**E-mail:** mriya9407@gmail.com



## CAREER OBJECTIVES >>

I would like to be an important part of growing organization looking for suitable and satisfactory mutual growth, handling a wide range of responsibilities.

## HIGHLIGHTS >>

- Exceptional knowledge and ability to deal with the public and people from various backgrounds.
- Great verbal and listening communication skills.
- Excellent computational and basic computer skills.
- Excellent speaking voice and well-groomed and friendly appearance.
- Profound ability to remain tactful and courteous in stressful situations.
- Exceptional ability to follow clear rules and organized methods.
- Strong problem-solving skills.
- Strong aptitude for making sales.

## WORK EXPERIENCE >>

In UAE :

1.5 Year Working in Zenith Super Market as a Cashier . (From April 2024)

### In India:

3 years work in MAJUMDER CONSTRUCTION as a cashier. (From April 2022 to 25th March 2024 )

2 years work in JAYPUR WORLD BOUTIQUE as a sales executive (From April 2019 To March 2022)

2 years work in PHARMACEUTICAL WHOLESale as a billing executive.(From April 2017 To March 2019)

## PERSONAL PROFILE >>

- ❖ Punctual & hardworking
- ❖ Confident being part of successful
- ❖ Ability to relate to clients
- ❖ Motivated self- starter and hard worker

## EDUCATION >>

### Professional Qualification

- ❖ Certificate in Financial Accounting System (CFAS) from department of sports and youth services government of West Bengal (January 2012 to June 2012)

### Academic Qualification:

Graduate In – Bachelor Of Commerce (Hons), from University of Calcutta Govt. of West Bengal, Kolkata India 2015.

**KEY SKILLS**

- ❖ MS Excel, MS Word
- ❖ Hard working
- ❖ Positive attitude
- ❖ A strong team player as believe in team effort
- ❖ Driven by intellect rather than emotions.

**LANGUAGES KNOWN**

- ❖ English
- ❖ Hindi
- ❖ Bengali(Native)

**HOBBIES & INTEREST**

- ❖ Dance (Bharat Natyam)
- ❖ Travelling

**PERSONAL DETAILS**

Name	: RIYA MONDAL
Gender	: FEMALE
Age & DOB	: 30 Years, 10/05/1995
Father's Name	: ASHOKE MONDAL
Marital Status	: MARRIED
Nationality	: INDIAN
Visa Status	: WORKING VISA

**REFERENCE**

- Can be provided on demand.

**DECLARATION**

I consider myself as a right candidate for the post. I am also confident of my ability to work in a team as well as single and challenging environment. I here by declare that the information furnished above is true to the best of my knowledge & belief. I will produce all the supporting documents as original on demand.

***References Available upon request***