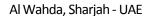


# **GAURAV SHARMA**

SALES AND CASHIER

## +971 567105597

Guriii3108@gmail.com





# **PERSONAL DETAILS**

Date of Birth: 31/08/2002 Nationality: INDIAN Marital Status: SINGLE

Visa Status : Employment Visa

### **LANGUAGES**

- English
- Nepali
- Hindi
- Punjabi

### **ACADEMIC DETAILS**

+2 (Higher Secondary)

#### **TECH RELATED:**

- TALLY
- AUTO-CAD
- ADVANCE EXCEL

### **PERSONAL SKILLS**

- Communication skills
- Customer service skills
- Cash register operations
- PunctuaL

# LIGHT VEHICLE DRIVING LICENSE

**IN PROCESS** 

## **REFERENCES- On Demand**

## **ABOUT ME**

Determined accountant with experience of 3 years maintain records of a company daily transactions and compiling those transaction into financial statements such as the balance sheet and also analyzing data learning about varied accounting activities.

## WORK EXPERIENCE

#### SALES AND CASHIER

PROLIGHT ELECTRICAL LLC – SHARJAH – UAE ELECTRICAL MANUFACTURING COMPANY- SHARJAH APR 2023 – TILL DATE

## **Duties & Responsibilities**

- Manage daily cash in cash out receipts with customers/ vendors using the point-of-sales system.
- Assisted customers with sales transactions accurately and efficiently, including cash, check, card and layaway payments.
- Created a world-class experience for customers using top-notch communication skills.
- Completed daily cash and credit sales reports for supervisors and store managers
- Redeem stamps and coupons.
- Cross-sell or upsell products.
- Resolve customer complaints and concerns.
- Ringing up sales
- Bagging items
- Requesting price checks

#### **SALES**

KALAYAN JEWELLERS- CHANDIGARH INDIA DEC 2022 – FEB 2023

### **SALES**

SHUDHHI AYURVEDA CHANDIGARH INDIA JAN 2021 – NOV 2022

## **Declaration**

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.