



Preetan Singh

Responsible For Disposal Of Trash, Waste, And Other Disposable Material. Monitoring The Use Of Equipment And Supplies Within The Office. Dealing With Queries Or Requests From The Visitors And Employees. Coordinating The Maintenance And Repair Of Office Equipment.

Contact

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Dehradun India

Phone

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Skills

Competitive knowledge



Upselling and cross-selling



Cash register operation li



Active Listening



Flexible and Adaptable



Multitasking Abilities



Data Entry



Helpful Shop Assistant with commitment to supporting maximum productivity. Extensive knowledge of equipment and shop processes and protocols. Dependable and focused worker with expertise in tool use. Retail sales professional versed in product placement and merchandising. Extensive experience in inventory management and shipment processing. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Work History

2012-06 -
2023-07

Shop Assistant

Chauhan Medical Store , Dehradun

Maximized safety and production levels by frequently cleaning and organizing work areas.

- Greeted customers entering store and offered assistance with requirements.
- Checked incoming orders and organized new stock.
- Completed daily tasks accurately and on-time to support shop needs.

Education

2010-08 -
2011-08

Matriculation: Arts

National Institute of Open Schooling - Dehradun