

PRAVEEN

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Kerala, India



CAREER OBJECTIVE:

A hard worker and quick learner, I am seeking a challenging and rewarding career opportunity where I can use my skills, experience and enthusiasm to make a solid contribution to a growing company.

WORK EXPERIENCE:

NAME OF THE COMPANY	POSITION	DURATION
MP TRADERS ADOOR -KERALA	SALES	1 YEARS
ALIS HOTEL&MANAGEMENT- KASARGOD	OFFICE BOY	1 YEARS
MANSOOR SUPERMARKET-MUMBAI	SALES	1 YEARS

PROFESSIONAL SUMMARY:

- ❖ HAVING 1 YEARS OF EXPERIENCE IN SEVERAL FIELDS LIKE SALES, OFFICE BOY.
- ❖ STRONG IN CUSTOMER SERVICE

JOB RESPONSIBILITIES:

- ❖ GREET CUSTOMERS.
- ❖ HELP CUSTOMERS FIND ITEMS IN THE STORE.
- ❖ CHECK FOR STOCK AT OTHER BRANCHES OR ORDER REQUESTED STOCK FOR CUSTOMERS.
- ❖ PROVIDE CUSTOMERS WITH INFORMATION ABOUT ITEMS.
- ❖ ELEVATE COMPLAINTS TO MANAGEMENT.
- ❖ KEEP TRACK OF INVENTORY.
- ❖ ATTENDING THE CUSTOMER AND DETERMINE HIS NEEDS AND WANTS.
- ❖ RECEIVING THE NEW STOCK AND DISPLAY.

- ❖ GOOD RELATIONSHIP MANAGEMENT WITH CUSTOMERS & STAFF.
- ❖ CORRECTLY PROCESSED PAYMENTS AND RESPONDED APPROPRIATELY TO GUEST CONCERNS.

QUALIFICATIONS:

- ❖ **HIGHER SECONDARY**
- ❖ Kerala *Higher Secondary Board*
- ❖ **SSLC**
- ❖ Kerala *public Examination certificate*

SKILLS:

- ❖ COMMUNICATION
- ❖ TROUBLESHOOT
- ❖ PREVENTIVE MAINTENANCE
- ❖ STRONG IN CUSTOMER SERVICE

PERSONAL DETAILS

- ❖ NATIONALITY : INDIAN
- ❖ DATE OF BIRTH : 29-07-2001
- ❖ MARITAL STATUS : Single
- ❖ PASSPORT NO : U9850804
- ❖ LANGUAGES : ENGLISH, HINDI, MALAYALAM, TAMIL

DECLARATION:

I hereby attested the accuracy of information declared above are true and correct the Best my knowledge and belief.

PL A C E: ADOOR

PRAVEEN