

Curriculum vitae

PRABHJIT SINGH

Mob: +971-556725371

EMAIL:Prabhjatkundan8@gmail.com

Dubai United Arab Emirate



POST APPLICATION: STORE KEEPER & TIME KEEPER

CARRIER OBJECTIVE:-

An enthusiastic self-motivated individual with excellent inter personal skills the ability to take responsibility & work as a team. To seek a challenging & responsible assignment in a reputable organization, where I apply my current skills & knowledge

PERSONAL DETAILS:-

Nationality	:	India
Date of birth	:	08-12-1993
Sex	:	Male
Marital Status	:	Single
Language Known	:	English, Hindi and Punjabi
Passport No	:	R0763294
Visa Status	:	Visit visa

EDUCATION:-

+2 and TALLY

WORKING EXPERIENCE:-

➤ Worked as a **STORE KEEPER in PRITAM HP GAS AGENCY in India for 4 years.**

DUTIES AND RESPONSIBILITIES:-

- Keep a record of sales and restock the store accordingly.
- Manage and train store staff.
- Plan promotional campaigns for new products or specials.
- Ensure that the store is kept clean and organized.
- Mediate any confrontations between staff and clients, and de-escalate the situation.

SKILLS:-

- Data Entry. Data entry means entering data into a company's system with the help of a keyboard....
- Payroll....
- good team leader
- Human Resources....
- Purchase Orders. ...
- Turnaround....
- Office Procedures

DECLARATION:-

I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to service, you I assure you that I will execute my duties for the total satisfaction of my superior.