

ANOOP A R

PROFILE

Energetic and skilled individual with 5+ years of experience as Cashier and Office Assistant. Expertise in cash management, administration and customer Service. Proven commitment to store cleanliness and safety. Determined to lead and promote high levels of customer service and engagement efforts. Well-organized and dependable with unparalleled dedication to team success, business operations and customer loyalty. Excellent analytical skills, Communication, Cash handling and. Now I'm seeking a challenging position where my skills and knowledge are applicable to enhancing the growth of the organization and my career as well.

KEY SKILLS

- Cash Handling
- Customer Service
- Office management
- Lead generation
- Front Counter
- Store management
- Inventory Control
- Analytical Skill
- Adaptable & Flexibility
- Documentation skill
- Team management
- Excellent communication

EXPERIENCES

❖ CASHIER | 14 Feb 2022 to 27 Apr 2023 LULU INTERNATIONAL PVT LTD | KUWAIT

KEY RESPONSIBILITIES

- Trained 12 persons for handling cash
- Greet customers in a cheerful manner and ensure smooth functioning and cleanliness of the assigned check-out counter
- Operate the cash till, verify product barcodes, total purchases and process payments by cash or cards
- Ensure customer waiting time at the checkout counter is kept to the minimum
- Always ensure safekeeping of cash
- Collect the daily required change from store accounts and ensure there is adequate change
- Reconcile cash at the end of the shift in the store accounts department ensuring accurate cash is handed over
- Operate registers and perform general checkout functions
- Generate reliable and accurate till reports from every register
- Resolve cash tills when closing, ensuring the money matches the report and is stored safely
- Assist cashiers with requests such as price checks

❖ Office Assistant | 2018 to 2022 SANROYAL BUILDERS & CONTRACTORES

KEY RESPONSIBILITIES

- Managing filing system.
- Recording information as needed.
- Logistical and organizational support to project staff, experts and other consultants (workshops, meetings, events, etc.)
- Maintains good communication with visitors, guests, counterparts, project staff, and consultants
- Running of official errands and assisting with other office services
- Liaises with the Administrative Officer and assistant on the replenishment of consumables.
- Reports to the Administrative Officer immediately any problems regarding the functionality of office equipment taking place and/or any damages observed.

PERSONAL DETAILS

Mobile No +971 545572815

Email ID anoopar5362@gmail.com

Address Al Khail Gate
Al Quoz, Dubai

Nationality Indian

D.O.B 7th February 1996

Gender Male

Marital Status Single

Visa status Visit visa
Valid up to 12 Sep 2023

Passport No M8883108

Date of Expiry 11/05/2025

ACADEMIC CREDENTIALS

Diploma in Android Technology
ARMS Education

Plus Two – Humanities
Kerala Board of Higher Secondary
Examination

SSLC
AM HS School, Thirumala

COPMUTER PROFICIENCY

- MS Word
- MS Excel

LANGUAGES KNOWN

- English
- Hindi
- Malayalam

INDIAN DRIVING LICECE DETAILS

MC with Gear, Three-wheeler and LMV

License No : 20/2202/2014

HOBBIES



Music



Cricket

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

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