

JAMSHEER U C
Mob: +971 569800876
[**iamsheeruc10@gmail.com**](mailto:iamsheeruc10@gmail.com)



CURRICULUM VITAE

OBJECTIVE

To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements while being resourceful, innovative, and flexible in all aspects.

ACADEMIC QUALIFICATION

Bachelor of Business Administration : Kannur University, Kerala, India - 2019

Higher Secondary Education : Board of Higher Secondary Examination Kerala, India -2016

SSE (Class X) : Kerala Board of Public Examination, India – 2014

EXPERIENCE

Company : Broccoli pizza and pasta
Duration : Feb 2022 till date

Duties and Responsibilities:

- Greet customer warmly with smile.
- Present food and beverage information or menus to guest.
- Inform guests about day's special/ promotions and offers.
- Give question's answer about food and beverage to customers.
- Offer menu recommendations upon request
- Place or cancel orders.
- Preparing foods, grinding and blending coffee beans, brewing coffee and tea, serving items to guests.

Company : JAS MOBILES
Duration : Jan 2021 to Feb 2022

Duties and Responsibilities:

- Greet customers and find out the customer's needs.
- Recommend, select and help locate the right merchandise.
- Describe a product's features and benefits.
- Demonstrate use and operation of the product.
- Answer customer queries regarding the store and the merchandise.
- Provide information about warranties, manufacturing specifications, care and maintenance.
- Maintain sales records and place special orders.
- Organize and process merchandise exchanges buy back.
- Process repair or Service or merchandise.

PERSONAL SKILLS

- Established good working relationship with customers/ clients
- Keeping healthy relationship between the vendors & Clients.
- Ability to work closely with other company departments.
- Excellent communication & typing skill.
- Easy learning nature.
- Can handle multiple administrative tasks simultaneously.
- Can quickly build up a positive rapport with fellow work colleagues.
- Strictly following office and company policies and procedures.
- Managerial & Leadership skills
- Determination and Persistence

PERSONAL PROFILE

Date of Birth	:	05-06-1997
Gender	:	Male
Marital Status	:	Single
Nationality	:	Indian
Religion	:	Islam
Languages Known	:	English, Arabic & Malayalam
Passport No	:	TO196512

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

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