

Vickey kumar
V.P.O.-zamanabad
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SUMMARY

Willing to learn & adapt to new challenges. Have strong interpersonal skills with the ability to interact with end-users, managers, technical personnel etc.

- Good analytical skills;
- Diagnostic ability to go to the core of the problem.

PROFESSIONAL & ACADEMIC QUALIFICATIONS

- Post Graduate Diploma in Computer Application
- Doing working with Future Group RETAIL (I) Ltd. Since 29 may 2017, as a Cashier.

Academic profile:

- (10+2) HP Board School Education Dharamsala .
- B.A. Completed HPU Shimla.

EXPERIENCE:

“BIG BAZAAR KANGRA (A Division Of Future Retail India Ltd) as Cashier for last Five Years”

“One Year Experience Computer Operator Paras Thread Mills Delhi”

“Six Month experience Computer Idea office Kangra”

“Currently associated with “RELIANCE SMSL Ltd.”

Job Profile: - “ACCOUNT EXECUTIVE”

Responsibilities: -

- 1.Maintaining all Records of cash/credit cards & Gift Voucher;
- 2.Preparing Cash Memo Report (C.M.R.);
3. Dealing in all sorts of cash related bank transactions;
- 4.Preparing day end report for cash & sales.
- 5.Preparing Credit Card Batch Report.
- 6.Handling the customer problem
- 7.Preparing the project report to less the quarry related to sale
- 8.Surprise Cash Audit.
- 9.Recruiting and giving training to new staff.
- 10.Preparing roaster for cash team.
- 11.Handling EDC problem.
- 12 Handling 5.00 lac cash
- 13 Handle a team of 15 candidates
- 14 Maintain all inventory stock inward and outward
- 15Cash handling and Billing
- 16 Excellent communication & presentation skills
- 17 Ability to Greet & Direct & Inform Customers
- 18 Ability to Build Good Rapport with Customers
- 19Fundamental knowledge of Sale process

STRETHS & POSITIVE:

. Hard Working, Diligent, Result Oriented & Self-Motivated

Hobbies/ Interests:

- Playing The Game
- Listening Music

PERSONAL DETAILS

- Father's Name : Sh. Goverdhan lal
- Phone No 8219197767,9882680627
- Nationality : Indian
- Marital Status : Married
- Date of Birth : Aug. 3rd, 1985
- Language Known : English, Hindi .
- Regional : Hindu

I hereby declare that all the information given above is true, complete & correct to the best of my knowledge.

Date:

Place: (vickey kumary)