

## **\$COVER LETTER\$**

**NAME** :- GOURAB SARKAR.  
**MOBILE NO** :- +973 36378282  
**EMAIL ID** :- temple.mosque.church@gmail.com  
**CITY** :- Manama, Kingdom of Bahrain.  
**APPLICATION FOR** :- CASHIER / SALES ASSOCIATE.



Dear Sir, Madam

I would like to apply for a suitable job in your esteemed organization. I have here enclosed my resume for your kind perusal. I assure you that I will do my higher authorities and serve the esteemed organization with sincerity and dedication.

I am confident that I will be able to carry the duties assigned with hard work and sincerity.

I would be extremely thankful to you, if you could give me an opportunity to prove my ability by working in your esteem organization.

Thanking you

Sincerely,

(signature)

**GOURAB SARKAR.**

## \$PROFILE OF GOURAB SARKAR\$

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MOBILE NO :- +973 36378282  
EMAIL ID :- temple.mosque.church@gmail.com  
CITY :- Manama, Kingdom of Bahrain.  
APPLICATION FOR :- CASHIER / SALES ASSOCIATE.  
EXPERIENCE :- SEVEN YEARS.



### TRAINING OBJECTIVE/GOLE

**(ACCURATE \* EFFICIENT \* DEPENDABLE \* CUSTOMER-FOCUSED \* TEAM-ORIENTED)**

Reliable, energetic cashier/ sales who is detail-oriented, focused on top-notch customer service, and friendly. Able to problem solve service issues to ensure exceptional customer experience.

### WORK EXPERIENCE (BAHRAIN RETAIL DIVISION):-

- **Currently** working as a CASHIER CUM SALES ASSOCIATE in **A.A. BIN HINDI B.S.C.** (BIN HINDI EZONE / INFORMATICS DIVISION, Samsung and iPhone store) from October 2019 to till date GOSI COMPLEX, AL HOORA, KINGDOM OF BAHRAIN.
- Work as a CASHIER CUM SALES ASSOCIATE in **MH ALSHAYA TRADING CO. WLL** (RETAIL DIVISION, Topshop, American eagle, H&M store) from October 2017 to September 2019 in THE AVENUES, MANAMA, KINGDOM OF BAHRAIN.

### WORK EXPERIENCE (KUWAIT RETAIL DIVISION):-

- Work as a CASHIER CUM SALES ASSOCIATE in **ARMADA GROUP** (RETAIL DIVISION, Petit store) from July 2014 to March 2017 in THE AVENUES, KUWAIT.

### WORK EXPERIENCE (INDIA RETAIL DIVISION):-

- Work as a SALES ASSOCIATE in **RELIANCE GROUP** (RETAIL DIVISION, reliance trends branch) from March 2012 to March 2014 in KOLKATA, INDIA.

### COMPUTER SKILLS:-

- **ADVANCED DIPLOMA** in computer application from YOUTH COMPUTER TRAINING CENTRE Barasat, Kolkata, India in 2012.
- Knowledge of **Microsoft office** (excel, word, power point, access).
- Knowledge of **Microsoft POS** system (micros, revel, infome, odoo).

### **EDUCATION BACKGROUND:-**

- 12 Months **DIPLOMA** course in **HOSPITALITY AND RETAIL MANAGEMENT** from KOLKATA INSTITUTE OF HOSPITALITY AND RETAIL MANAGEMENT from Barasat, Kolkata, India in 2012.
- **BA HONORS** from WEST BENGAL STATE UNIVERSITY in 2011.
- **HIGHER SECONDARY** from WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION in 2009.
- **SECONDARY** from WEST BENGAL BORD OF SECONDARY EDUCATION in 2007.
- **PRIMARY** from NORTH 24 PARAGONS DISTRICT PRIMARY SCHOOL COUNCIL in 2001.

### **PROFESSIONAL SKILLS:-**

- Good communication skill.
- Positive attitude, ability to work individually as in teams.
- Creative, reliable & dynamic.
- Willingness to provide customer satisfaction & build up clients' relationship.

### **PERSONAL BACKGROUND:-**

- Date of birth : - 05<sup>th</sup> January 1991.
- Gender : - Male.
- Status : - Married.
- Nationality : - Indian.
- Language known : - **English, Hindi, Bengali, Little Arabic.**
- Hobbies : - Watching movie, Reading book, Singing, Surfing net.

### **DOCUMENT DETAILS:-**

- PASSPORT NO :- K6208175
- CPR NO :- 910192588

### **NOTICE PERIOD:-**

- Notice period **30 days**.

### **REFERENCE:-**

- References available upon request.

### **DECLARATION:-**

I hereby declare that the above information provided by me is true and correct to the best of my knowledge and belief. If I am offered an opportunity to work, I will full fill the duties entrusted to me to the best of my capacity and to the entire satisfaction of my superiors.

Date:

Signature of candidate.