

Jineesh Pushpakaran

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WORK EXPERIENCE

Al Hathboor Group LLC

Cashier/Customer Service Representative

June 2016-November 2021

- Managing customer transactions with cash register.
- Ensuring product price and collecting payment from customers in cash or card.
- Maintain good relationship with customers and introduce new products.
- Collaborated with the team to quickly resolve customer complaints with the appropriate action.
- Provide relevant information to the clients, guide them to resolve their queries.
- Analyze transactions on balance sheet and report discrepancies.

EDUCATION

Conestoga College

Post Graduate Diploma in International Business

Jan 2023-Present

CERTIFICATION

CFA (India)	Computerized Financial Accounting	2011
WHMIS 2015 (ON)	Workplace Hazardous Material Information System	2023
WHSA (ON)	Work Health Safety Awareness	2023
AODA (ON)	Accessibility for Ontarians with Disabilities	2023

SKILLS

- **Language Skills:** Can converse fluently in English (IELTS Overall Score- 7.0)
- **Technical Skills:**
 - Microsoft office (Excel, PowerPoint, Word, Outlook)
 - Oracle, QuickBooks
- **Qualitative skills:**
 - Good listener and treats others with respect.
 - Able to provide solutions and make decisions whenever necessary.
 - Able to work effectively as part of a team.
 - Effective communication abilities, proactive in handling customer inquiries and concerns
 - Work well under pressure and to tight deadlines with strong ability to multitask and setup warehouse.

AVAILABILITY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Full Day	Full Day	Full Day	Full Day	Full Day	Full Day	Full Day

REFERENCES AVAILABLE UPON REQUEST