SREEKUTTY KOTTUKKAL AJAMALAN

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# Summary

I’m an enthusiastic person seeking a part-time job in your establishment. I have excellent teamwork and communication skills and previous experience in customer service roles in different sectors. I’m proficient in using modern technology and can quickly adapt to new environments.

# SKILLS

* Computer skills including MS Office (Outlook, Word, Excel, PowerPoint)
* Customer Service
* Good in math
* Team Collaboration
* Adaptability
* Good in data entry
* Problem Resolution
* Time Management
* Efficient Transaction Processing

# EMPLOYMENT EXPERIENCE

## Reliance Smart Hypermarket, Kerala, India (Sales Associate) – (Part Time) January 2024- August 2024

## Engaged customers in delightful conversations to enhance their shopping experience.

## Provided exceptional customer service by actively listening to customer needs.

## Supported the implementation of company-directed promotions and programs.

## Effectively managed and organized inventory, ensuring that products were adequately stocked.

## Maintained a neat and well-stocked register area.

## Assisted customers with general inquiries, providing information and solutions.

## Dessi Kuppa Entry-Level Café Worker (Part-Time) Feb 2019 - December 2023

* Assisted in preparing drinks, including brewing coffee and making tea, under the supervision of the barista.
* Greeted and served customers, taking orders and ensuring customer satisfaction.
* Kept the café clean by wiping tables, washing dishes, and maintaining organized countertops.
* Assisted with stocking supplies, such as cups, napkins, and syrups.
* Handled transactions at the cash register and ensured accurate payments.

## Ramees Restaurant, Kerala, India (Kitchen crew member)- (Part Time) January 2018- January2019

# Prepared, cooked, and served food according to recipes, ensuring high-quality standards and timely delivery.

# Basic food preparation (chopping, slicing, etc.)

# Maintained cleanliness of work areas, equipment, and product storage areas.

# Followed instructions from managers and team leads to ensure smooth restaurant operations.

# Adhered to all food safety rules and regulations, ensuring compliance with local guidelines.

# Collaborated with team members to meet customer demands and provide an excellent dining experience.

# Assisted in preparing meals for 100+ people daily, including chopping vegetables and portioning food.

# Maintained cleanliness and organization in the kitchen and storage areas.

# Ensured that food preparation followed all health and safety guidelines.

# Collaborated with kitchen staff to serve meals efficiently.

# Cleaned and sanitized dishes, utensils, and kitchen equipment following high-volume meal service.

# Ensured the kitchen was kept organized and free of debris, contributing to the overall hygiene of the workspace.

# EDUCATION BACKGROUND

* Master Science in Devops-Atlantic Technical University
* Bachelor of Technology (ECE) (2014 to 2018)- Viswajyothi College of Engineering and Technology, India.

\*\* Mondays, Wednesdays, and Fridays after 1 PM.

\*\*Thursday available after 4 PM.

\*\* Full day available in Sunday, Saturday, Tuesday, and holidays.