

JAYASHREE

CAREER OBJECTIVE

Service-minded and team-focused facilitator in a luxury retail environment. Eager to support the house of channel with top-class organizational skills and providing the highest standards of service. Bringing proven ability to promote organization and availability through effective schedule development. Excellent customer service and conflict management skills. Looking to leverage my knowledge and give my best to the company.

PROFESSIONAL EXPERIENCE

GENERAL TRADING COMPANY - DUBAI

(PURCHASING CO-ORDINATOR)

- Reconcile customer material billing.
- Maintain daily inventory reconciliation.
- Process purchase requisitions and purchase orders.
- Track and report material backorders from vendors.
- Analyze data and forecast requirements with vendors.

AL MADINA HYPERMARKET – DUBAI

(CASHIER – 1 YEAR)

- Greet customers when entering or leaving the store.
- Managing transactions with customers using cash registers.
- Scanning goods and ensuring pricing is accurate.
- Collecting payments whether in cash or credit.
- Redeem stamps and coupons.
- Cross-sell products and introduce new ones.
- Resolve customer complaints, guide them and provide relevant information.
- Track transactions on balance sheets and report any discrepancies.



CONTACT INFORMATION

Mobile

+971 588723585

Email

Jayashreeselvi2609@gmail.com

Address

Dubai, UAE

SKILLS

- Self – Directed
- Professional and Mature
- Results Oriented
- Dedicated team player

HOBBIES

- Reading Books, Listening Music.
- Travelling, Drawing, Sports.

LANGUAGES

- English
- Hindi
- Malayalam
- Kannada
- Tamil

PERSONAL INFO

- Date of Birth 16/09/2000
- Nationality Indian
- Marital Status Single
- Passport No R2106583
- Visa Status Visit Visa
- Religion Hinduism

QUALIFICATIONS

- BBA from MMK & SDM College of women's, Mysore with 65% in the year of 2020.
- PUC from JSS PU College Saraswathi Puram, Mysore with 49% in the year of 2017.
- SSLC from Manasa Vidyalaya, Gundlupet with 72% in the year of 2015.

TECHNICAL SKILLS

➤ O/S PLATFORM

- Windows XP/ Windows 7
- MS Office, MS Word
- Tally ERP-9 & Excel
- Web Designer

STRENGTHS

- Total 7 months of experience in Dubai as Purchasing Co-ordinator.
- Excellent Interpersonal and communication skills.
- Hard work and enormous memory.
- Quick learner and self-motivated.
- Smart worker and Quick adaptability.

DECLARATION

I hereby assure you that all the above details furnished are true to the best of my knowledge and will be produced on demand.

Place: Dubai, UAE

JAYASHREE