

JOVITA MORAS

(Customer Service Executive / Cashier/ Sales)

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Professional Summary

A committed individual having 4 years and 4 months of work experience with Graduation in Financial accounting and Business management with the desired experience, qualification and the right attitude to pursue a long-term career in your respectable institution.

Work Experience

Customer Service Executive / Cashier/ Sales

SUDO TECH DELL EXCLUSIVE, INDIA (1st October 2020 to 30th April 2023)

- Performing office tasks such as data entry, answering telephone calls, replying the mails.
- Cash handling and handling payment cheques
- Management of petty cash and accounting transactions
- Daily maintaining cash denomination register
- Providing the best service to customers and maintain a relationship
- Handing bank transfers for payments and refunds
- Planning to increase the sales growth of the organization
- Recording incoming receipts and prepare payment vouchers
- Promotion and Cross selling of sale of Computer, Laptops & Accessories
- Handle full set of accounts including general ledger, journal, accounts payable, receivables
- Assisting colleagues in work place
- Providing product information using slideshows
- Processing Invoices and sending to customers
- Recording incoming receipts and prepare payment vouchers
- Proper recording and filing of documents
- Keeping proper and complete records of all financial transactions
- Preparing Sales quotation

Customer Service Executive/ Sales/ Cashier

MALAIKA APPLIANCES PVT.LTD. INDIA (28th January 2019 to 15th January 2020)

- Handling Cash and Cheque transactions
- Verification of cash denomination
- Handling bank transfers for payments and refunds
- Maintained friendly relationship and professional customer interactions
- Promotion and Cross selling
- Answered phone calls by addressing customer inquiries and providing new product information
- Data entry daily basis and filing of documents
- Handling Products complaints raised by customer
- Updating customer about service dues

Intern – Customer service / Accounts Assistant

SHAKTHI BOTTLING INDUSTRIES (15th August 2017 to 15th November 2018)

- Handling Petty cash book
- Maintaining Customer relationship
- Keeping Complete records of all financial transactions
- Daily maintaining cash denomination register
- Handling customer calls

Educational Qualifications:

- **Master of Commerce-S.V.S College, Bantwal (2017)**
Finance and Business management -70.52%
- **Bachelor of Commerce-Carmel College, Modankap (2015)**
Financial accounting and Management-60 %

Additional Skills:

- Tally ERP-9
- Microsoft Office applications- Excel, Power Point, Word and Outlook.
- Tally Prime Wonder soft and Busy (Billing and Accounting portals)

Professional strengths:

- Quick learner and hardworking
- Computer literacy
- Time management
- Customer service and Relationship building
- Can work smoothly under any circumstances or situations

Activities:

- Volunteered in “Paper Presentation” and “Job Fairs” at S.V.S College, Bantwal
- Project on Customer Satisfaction in reliance tele communication”.

Personal Information :

Date of birth	:	14-04-1995
Religion	:	Christianity
Marital Status	:	Married
Nationality	:	Indian
Passport No	:	W9682481
Visa Validity	:	01-09-2023
Languages Known	:	English, Hindi, Kannada, Tulu and Konkani.
Hobbies	:	Reading Novels and News.

Declaration:

I hereby declare that all the details furnished above are true and correct to the best of knowledge and belief.

JOVITA MORAS

Reference- Available on Request