

Curriculum Vitae

VISHNU V GOPAL

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Dubai - U.A.E



PROFILE

To learn and work towards the goals of the organization. To be a part of a team/organization where I'll be expected to do more in less time.

EDUCATIONAL QUALIFICATION

- ✚ **DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING|B|2016 (G-tec Computer Education Center)**
- ✚ **BACHELOR OF COMMERCE|C|2015 (MG University)**
- ✚ **HIGHER SECONDARY|55% | 2012 (Board of Higher Secondary Examination, Kerala, India)**
- ✚ **SSLC|70%| 2010 (Board of Public Examination, Kerala, India)**

WORK EXPERIENCE

- Company : **T. Choithrams and Sons LLC,**
Designation : **Cashier**
Duration : February 2022 to till date
Location : Dubai, Kerala

Duties and Responsibilities

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.

- Company : **Stop N Shop Supermarket**
Designation : **Head Cashier**
Duration : January 2021 to January 2022
Location : Kerala, India

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets
- Operating scanners, scales, cash registers, and other electronics

■ Company : **Insta Cart Service Private Limited**
Designation : **Data Entry Operator**
Duration : **October 2018 to October 2019**
Location : **Hosur, Karnataka, India**

Duties and Responsibilities

- Gathering, collating, and preparing documents, materials, and information for data entry
- Conducting research to obtain information for incomplete documents and materials
- Creating digital documents from paper or dictation
- Reviewing all documents and information for accuracy and informing the supervisor of any errors or inconsistencies
- Capturing data into digital databases and performing regular backups
- Updating and maintaining databases, archives, and filing systems
- Monitoring and reviewing databases and correcting errors or inconsistencies

PERSONAL INFORMATION

Date of Birth : 12/11/1994
Gender : Male
Marital Status : Single
Nationality : India
Languages Known : **English, Hindi, Malayalam and Tamil**

PASSPORT DETAILS

Passport Number : S5164184
Issue Date : 08-10-2018
Expiry Date : 07-10-2028
Visa Status : **Employment Visa**

DECLARATION

Here I am kindly declared that the above mentioned details all are true to the best of my knowledge and belief.

VISHNU V GOPAL