

## CURRICULUM VITAE



**RESLER PRASHANTH VEIGAS** Phone:

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### OBJECTIVE

To seek active and challenging position that enables me to gain valuable experience and improve the knowledge and skills that I gained as part of my experience .

### STRENGTHS

- Excellent Communication.
- Self Motivated, Confident, Ethical and Loyal.
- Ability to perform individually and in a team.
- Effective time management and decision making skills.
- Good team Player & Able to handle pressure.

### WORK EXEPERINCE

- ☐ **Cashier Cum /Car Driver** Fresh Blender Juice Bur Dubai, UAE from April 2019 Till Present.
- ☐ **Cashier Cum Car Driver in Flavors Restaurant**, Dubai, UAE from May 2016 to Feb. 2019
- ☐ **Account Assistant /Computer Operator** at Abdul Khader Iddya (Auditor & Tax Practitioner) Bunder Mangalore,India from May 2013 to Aug 2015.

### RESPONSIBILITIES

- Managing the day to day activities in regular interval of time.
- Meeting my target for every month and maintaining consistent.
- Greet customers as they arrive and ensure that they are being served by a host •
- Ascertain that menu item prices are correctly displayed and update changes as required •
- Look at work orders and punch ordered items into the system
- Recheck punched items to ensure correct billing
- Calculate billed items manually for verification
- Take printouts of billed items, place them in folders and hand them to waiters
- Receive and count cash payments and tender change
- Process debit and credit card payments and ensure that receipts are signed and

cards returned

- Tally cash drawer at the end of each shift and handle any discrepancies before the shift ends
- Manage light bookkeeping activities and generate cash and credit reports
- Ascertain that the cash register has sufficient change in it at the beginning of each shift
- Make bank transactions and handle bank reporting activities.

### **EDUCATIONAL QUALIFICATION**

- Bachelor of commerce(BCOM) from Shridhar University, Mangalore.
- Pre University course in Commerce (PUC) from St Sebastian PU college, Mangalore.
- S.S.L.C From St. Sebastian High School, Mangalore.

### **TECHNICAL SKILLS**

- Packages Known : Tally ERP9, Basic Computer Knowledge, Microsoft office applications(MS Word,MS-Excel,MS-PowerPoint) and Internet applications.
- Operating System: Windows XP, Windows 98.

### **PERSONAL PROFILE**

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Date of birth : 07-03-1992

Nationality : Mangalore, Indian

Languages : English,Hindi, Kannada, Konkani & Tulu

Passport no. : M4038718

Visa Status : Employment

U.A.E Licence : NO 3778017 (Manual) Light Vehicle

Issue Date : 30/12/2017

Expiry Date : 30/12/2029

### **DECLARATION**

“I hereby declare that the information furnished above is true to the best of my knowledge and belief”.

**Yours Sincerely**

**Resler Prashanth Veigas**