

RESMAL S MALAYATTIL
S/O SURENDRAN
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CAREER OBJECTIVE

- To work in an organization, that gives me ample opportunities to harness my skills. I would love to work in an environment that allows me to utilize my potential as a representative of Co. I would be highly privileged to apply my accounting and technical skills for the benefit of the organization.

EXPERIENCE: (6+ years)

- November 2020 - January 2022 worked as billing and sales in OFF WHITE (luxury brand) showroom Dubai mall
- May 2017-March 2020: Worked as Assistant manager cum Accounts Assistant in Sonny's foodcourt, Ernakulam.
- May 2013-January 2016: Worked as Accounts Assistant cum Cashier in Lokesh Restaurant & Café, Ernakulam.
- July 2010-March 2012: Worked as Salesman cum Cashier in Sanitary Shop (Branded Items), Thrissur

Job Profile:

- Greeting customers who enter the shop.
- Receive payment by cash, credit cards, vouchers, or automatic debits.
- Be involved in stock control and management.
- Being responsible for processing cash and card payments.
- Ability to multitask, work in a fast paced environment and have a high level attention to detail
- Ensure that amounts are correct and that there is adequate change.
- Answering queries from customers.
- Reporting discrepancies and problems to the supervisor.
- Giving advice and guidance on product selection to customers.
- Balancing cash registers with receipts.

- Dealing with customer refunds.
- Assisting shoppers to find the goods and products they are looking for.
- Calculate total payment received during a time period and reconcile this with total sales.
- Responsible dealing with customer complaints.

EDUCTIONAL QUALIFICATION

- Diploma in visual communication and multimedia from CSC computer education Chennai in 2008.
- Higher Secondary School Certificate From G.F.V.H.S Kaipamangalam, Thrissur, Kerala in 2007
- SSLC From Govt. High School C.H.S.S Chentrappinni, Thrissur, Kerala in 2005

TECHNICAL QUALIFICATION

- Proficient in 3D Studio Max, Sound Forge.
- Well versed with Microsoft Office.
- Visual communication & Multimedia

PERSONAL PROFILE

Name	: RESMAL S MALAYATTIL
Name of father	: SURENDRAN
Age & Date of Birth	: 30, 24-03-1990
Sex	: Male
Marital Status	: Single
Religion	: Hindu
Languages Known	: English, Malayalam, Tamil and Hindi

PASSPORT DETAILS

Passport No	: M 5370801
Place of Issue	: Cochin
Date of Issue	: 15/01/2015
Date of Expiry	: 14/01/2025

DECLARATION

I do hereby declare that all above mentioned particulars are true of my knowledge and belief.
RESMAL S MALAYATTIL