

Contact Information

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Phone: +971529818044

LinkedIn:

<https://www.linkedin.com/in/ankush-sharma-0aa30118a/>

Skills

- Public Speaking
- Customer Service Skills.
- Communication
- Proficient in JD Oracle Based ERP Software
- Fully knowledge of POS Software System
- Microsoft Office
- Familiar with CRM Software
- Speak multiple languages
- Computer Literacy
- Fast typing 60 WPM
- Inventory Management
- Stock Management

Education

- *Polytechnic Diploma in Computer Engineering.*
- Punjab Education. Board of technical & Industrial Training Dec. 2008
- *Senior Secondary Class Punjab School Education Board, march 2005*

Linguistic Skills

- Punjab - Native
- English Proficient
- Hindi – Native

Reference

- Vijay Kumar - logistics supervisor
Emirates Flight Catering
Vijaynishad.india@gmail.com
+971549969873

Indian Driving License (Two Wheelers)

Passport Details

Passport no. **T2441195**

Passport Issue Date. **01/29/2019**

Passport Expiry Date **01/28/2029**

Place of Issue. **Dubai, UAE**

Nationality - **Indian**

Visa Status - **UAE Employment Visa**

Ankush Sharma

Dedicated and proactive individual with years
Of customer service experience.
Demonstrated ability to maintain a pleasant, courteous
Demeanor continually.



Experience

Global Village Dubai L.L.C (2021 Oct – 2022 May) **HBL Skill Gaming Attendant**

- Maintaining Gaming Equipment
- Providing Gaming Services
- Interact with customers and ensure that they have a pleasant experience
- Ensure payouts are correct
- Enforce safety rules and report hazards
- Explain how to play the games to customers

Emirates Flight CATERING (2014 Oct – 2020 Jan) **Senior Team Member-Supply Chain**

- Maintained high standards of customer service during high-volume, fast-paced operations.
- Mastered point-of-service (POS) computer system for automated order taking. Handled currency and credit transactions quickly and accurately.
- As a Storekeeper Assistant I Create a purchase order.
- Send out multiple requests for quotation(RFQ) Analyze and select a vendor.
- Negotiate contract and send PO. Receive goods/services. Receive and check invoice (3-Way Matching) Authorize invoice and pay the vendor.
- Record keeping. cycle count every 6 months checks and counts balance confirm physical quantity match with the system quantity for inventory records.
- Checked inventory system to locate items at other stores, improving sales rates.

Mahindra City Automobiles (2011 Aug – 2013 Oct) **Administration Assistant**

- Product placement, and payment processing
- Distributed and sent mail correspondence. Verified and logged in deadlines for responding to daily inquiries.
- Answered incoming phone calls and sorted,
- Using CRM (Customer Relationship Management) software Created and maintained spreadsheets, database that many business patch together to track client data, functions and calculations to develop reports and lists

