



SALINI VELLIYOTTUPADIKKAL

PROFILE

I am a versatile professional with a background in education and specialized training in graphic designing, financial accounting, and fashion designing. With extensive experience in customer service and administrative roles, I excel in delivering exceptional results and thrive in dynamic environments. Passionate about learning and making a positive impact, I am eager to contribute my skills to new opportunities.

WORK EXPERIENCE

Al Zahi Training Center- Sharjah

2022 - PRESENT

Assistant Teacher Cum Receptionist

- Support lead teachers in implementing lesson plans and activities.
- Provide assistance and academic support to students, including those with special education needs.
- Maintain a safe and inclusive learning environment, while also attending to students' personal needs as a caretaker.

Al Lulu Al Safi Ladies Garments - Sharjah

2020 - 2022

Sales Excecutive

- Managed customer inquiries, provided product information, and facilitated sales transactions, resulting in increased customer satisfaction and loyalty.
- Utilized effective sales techniques to achieve and exceed sales targets consistently, contributing to the overall success and profitability of the store.
- Collaborated with the marketing team to develop and implement promotional strategies and campaigns, attracting new customers and enhancing brand visibility in the market.

Fahad Trading Center

2013 - 2014

Receptionist Cum Cashier

- Welcomed and greeted customers in a professional and courteous manner, creating a positive first impression and fostering a welcoming environment.
- Managed cash transactions accurately and efficiently, ensuring the integrity of financial records and compliance with company policies and procedures.
- Handled incoming calls, directed inquiries to the appropriate departments, and provided administrative support to ensure smooth daily operations of the business.

LD Clerk

2014

Athavanad Grama Panchayath

- Assisted in maintaining official records and documents of the Grama Panchayath, ensuring accuracy and confidentiality in handling sensitive information.
- Supported administrative tasks such as data entry, filing, and correspondence management, contributing to the efficient functioning of the office.
- Coordinated with other staff members and officials to facilitate the implementation of various projects and initiatives aimed at community development and welfare.

Post Office Clerk

2011-2012

Kattamkunnu Branch

- Efficiently handled a variety of postal duties, including sorting incoming and outgoing mail, processing packages, and managing postal registers.
- Provided excellent customer service by addressing inquiries, resolving issues, and assisting customers with postal services, such as purchasing stamps and sending packages.
- Maintained accurate records of postal transactions, financial transactions, and inventory management, ensuring compliance with postal regulations and accounting standards.

CONTACT

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Muwaileh, Sharjah, UAE

EDUCATION

SSLC

- Cherural HSS - Kurumbathur

HIGHER SECONDARY

- Navamukunda HSS - Thirunavaya

TEACHERS TRAINING COURSE

- Navayug Hindi COLLage

SEND (SPECIAL EDUCATION NEEDS IN DISABILITY)

- SHADOW TEACHER COURSE
(KHDA APPROVED)

COMPUTER TEACHERS TRINING COURSE

- ITPC- Kottakkal

TECHNICAL QUALIFICATIONS

- Diploma In Graphic Designing
- Diploma In Desktop Publishing
- Diploma In Financial
Accounting
- Diploma In fashion Designing

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil