



PERSONAL DOSSIER

Date of Birth:

06th September 1997

Nationality:

Indian

Languages Known:

English, Malayalam and Hindi

Marital Status:

Single

Visa Status:

Tourist Visa

CONTACT DETAILS

Location:

Sharjah, UAE

Email:

sebingeorgemv77@gmail.com

Phone:

+971 52 156 2313

SEBIN GEORGE

DIPLOMA IN ECE | TALLY ERP 9

PERSONAL PROFILE

Diploma holder in Electronics & Telecommunications, with proficiency in Tally ERP 9, having over three years of experience in sales and customer relations

WORK EXPERIENCE

Sales & Billing Cashier

Nilgiris Supermarket, Kerala | January 2020 - October 2021

- ◆ Operated the cash register
- ◆ Maintained bank of money in the register drawer and performed verification at beginning and end of shift Collected money from customer in the form of electronic money or cash for purchased goods
- ◆ Handled as well as solved any customer queries
- ◆ Handled a high volume of face-to-face customer interaction
- ◆ Maintained clean working environment by ensuring all items were returned to their rightful places
- ◆ Performed cashier, bagger, and other duties as was required
- ◆ Assisted in design and implementation of weekly sales promotion activities

Event Management Coordinator

Eden Wedding & Event Coordinators, Kerala | September 2018 – December 2019

- ◆ Assisted in the design and planning of events according to customer requirements
- ◆ Planned event schedules and ensured that the events adhered to schedule
- ◆ Carried out inspections to make sure that the work conforms to norms as per agreement with client
- ◆ Established and maintained relationships with vendors and venues
- ◆ Helped in customer acquisition

Electronics Sales & Service Staff

ITS SmartPoint, Kerala | June 2018 – August 2018

- ◆ Worked the sales floor and assisted customers with product selections
- ◆ Developed maintenance and testing procedures for electronic components and equipment
- ◆ Acted as liaison with customer service for customers who did not understand the technology
- ◆ Developed good customer communication skills

EDUCATIONAL HISTORY

Tally ERP 9 Certification

G-Tec Computer Education | 2018

Diploma in Electronics & Telecommunication

Model Polytechnic College, Kottayam, Kerala | 2018

Embedded Hardware & Firmware Design [Industrial Training]

Model Finishing School, Kochi, Kerala | 2017

REFERENCES

On Request