

SHASHI KUMAR. APPLY FOR - DRIVER OR ADMIN ASSISTANT



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📍 City- Muhaisnah 2, State - Dubai
Country- UAE



OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges. To achieve the new targets in all fields Doing the best efforts to achieve the targets with discipline, sincerely and responsibility.

EXPERIENCE

29 Nov
2015 -

Transguard group (Dubai airport freezone area)

Crew team leader Cum Driver

I am responsible for Cash in transit activities transporting or moving cash in vehicles or by foot. Cash may be defined as money, coin and other financial instruments. Some activities include

Face to face interaction with customers for cash collections from hotels, company and other organizations

I am an expert in using scanning devices, Servicing and maintaining automatic teller machines (ATMs)

Providing safe and secure storage of the cash fund.

Make prior arrangements for a temporary custodian during any absence Keeping each fund separate from other funds or accounts

Maintaining proper documentation.

12 Jan
2010 - 23
July 2011

Intelenet Global Pvt.Ltd

Customer service Representative

The general responsibility of customer service representative is to provide customer support services on the company platforms. He or she should troubleshoot technical problems.

Responding promptly to customer inquiries Keeping records of customers interaction, transaction, comments and complaints

Ensure customer satisfaction and provide professional customer support

Managing a team of junior customer representatives

March 2009
- Dec 2009

competent synergies pvt ltd

Customer service representative

Technical support representatives answer incoming phone calls and provide support to callers. They listen to descriptions of customer issues and determine how and if they can be fixed.

Technical support representatives keep logs of all calls answered and addressed, including dates and times.

Technical support representatives respond to emails and online chat requests for technical support.

02 Dec
2012 - 25
OCT 2015

Shiva Emporium

Retail sales executive

Greeting and directing customer. Providing accurate information about product features, pricing and after sales services, answers customer query.

EDUCATION

2012	Kuvempu University, (Shankaragatta, Karnataka) ,India Bachelor In Information technology {Bsc.IT}
2006	Himachal Pradesh Education Board Dharmshala 10+2 Certificate
2004	Himachal Pradesh Education Board Dharmshala 10th Certificate
2011	NIIT Chandigarh 32 Sector One and half year Diploma in computer

SKILLS

- To keep with cutting edge of technologies To enhance my professional way for achieving the company goals Decision Making, Leadership Planning, Problem solving, Motivational Support Sound experience in using MS-Office (Word, Advance Excel & PowerPoint), Tally, Excel Experience in setting, achieving and handling all the office administration tasks.
- 6 months Certificate of mechanical work and Operate the earth moving equipments.

ACHIEVEMENTS & AWARDS

- Secured Best Team Award by Transguard Group for following SOP and Outstanding work in 2019

LANGUAGE

- English Hindi Punjabi

INTERESTS

- Interested in Driving.Admin work, playing chess

PERSONAL DETAILS

- Date of Birth : 20 Dec 1986
- Marital Status : Married
- Nationality : Indian
- Passport Nm. : J3562740
- Visa status : Residence visa
- Driving license : UAE Light vehicle driving license Nm3
- Desired position :

ADDITIONAL INFORMATION

6 Months Course completed in Tally ERP9.
42 Hour Certificate Developing Windows Application using

DECLARATION

- All information in this **resume** is true and correct to the best of my knowledge and belief.