

**G. BALACHANDAR**

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Kingdom of Bahrain.

**Career Objective**

To secure a challenging position in a reputable organization to expand my learning, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

Personal Profile:

Name	:	Balachandar .G
Father Name	:	Gnana Sekaran .B
Date of Birth	:	11.06.1994
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Single
Languages Known	:	Tamil, English, Hindi, Arabic & Malayalam.
CPR No	:	940624460

Passport Details:

Passport No.	:	M 5153100
Date of Issue	:	02.01.2015
Date of Expiry	:	01.01.2025

SKILLS

- ✓ Ms-Office - Word, Excel, PowerPoint.
- ✓ Tally. ERP 9
- ✓ DTP - Corel Draw, Photoshop, Illustrator.
- ✓ Data Entry, Billing & Cash Maintaining
- ✓ Type Writing.

Professional Qualification

Degree	Institution	Board/ University	Year of Completion
D.E.E.E	Aarooran Polytechnic College Tamil Nadu - India.	Directorate of Technical Education	2011 to 2014

Academic Qualification

Degree	Institution	Board/ University	Year of Completion
H.S.C	Veludayar Higher Secondary School, Thiruvarur - India.	STATE BOARD	2011
S.S.L.C	Vilamal High School Thiruvarur - India.	STATE BOARD	2008

Work Experience

(July 03rd 2019 to Till Date)

Position : Office Assistant & Cashier.
Name of Institute : PRINTER SQUARE COMPANY W.L.L.
Address : Kingdom of Bahrain.

Responsibilities

- ✓ Cash Maintaining - Operating Scanners, Scales, Cash Register, and other Electronics
- ✓ Knowledge of School & Office Supplies
- ✓ Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
- ✓ Maintaining a Clean Work Space.
- ✓ Maintain stock of supplies, and requisition any needed items
- ✓ Handling incoming and other communications.
- ✓ Excellent written and verbal communication skills
- ✓ Competencies in data entry, analysis, and management
- ✓ Operate office Photocopy machines such as high speed business photocopiers, reader/scanners, addressing machines, stencil-cutting machines, microfilm reader/printers, folding and inserting, bursting, and binder machines.

(July 01st 2017 to March 2019)

Position : **Sales Man**
Name of Institute : **ALFOOM STATIONERS**
Address : **Kingdom of Bahrain.**

Responsibilities

- ✓ Maintain stock of supplies, and requisition any needed items.
- ✓ Monitor machine operation, and make adjustments as necessary to ensure proper operation.
- ✓ Cash Maintaining.
- ✓ File and store completed documents.
- ✓ Selling products and services using solid arguments to prospective customers.
- ✓ Coordinate sales effort with team members and other departments
- ✓ Operate office Photocopy machines such as high speed business photocopiers, reader/scanners, addressing machines, stencil-cutting machines, microfilm reader/printers, folding and inserting, bursting, and binder machines.

(Feb 25th 2016 to June 2017)

Position : **Sales Man**
Name of Institute : **ALANWAR DISCOUNT CENTER W.L.L.**
Area : **Stationery & Furniture's**
Address : **Kingdom of Bahrain.**

Responsibilities

- ✓ Selling products and services using solid arguments to prospective customers.
- ✓ Performing cost-benefit analyses of existing and potential customers.
- ✓ Maintaining positive business relationships to ensure future sales.
- ✓ Reach out to customer leads through cold calling
- ✓ Expedite the resolution of customer problems and complaints to maximize satisfaction
- ✓ Achieve agreed upon sales targets and outcomes within schedule
- ✓ Coordinate sales effort with team members and other departments
- ✓ Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
- ✓ Keep abreast of best practices and promotional trends
- ✓ Continuously improve through feedback.

Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.