



SUDARSHAN MISHRA

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CAREER OBJECTIVE

To be the best and excel in whatever I endeavor, by achieving professional competency through hard work and dedication.

PROFESSIONAL EXPERIENCE

Designation: COMPUTER INCHARGE CUM CASHIER

Company: AL ADIL TRADING COMPANY W.L.L. MAY 2017 – TILL DATE

Job Description: -

- Make local purchase order and invoices of supermarket and handle the cash.
- Receive payment by cash, credit cards, vouchers, or automatic debits.
- Make daily sales report and send it to seniors.
- Contact with suppliers and track goods coming from suppliers.
- Preparing daily performance report and weekly dashboard for performance tracking.
- Review data reports on a daily basis and provide constructive feedback.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

Designation: CASHIER CUM OFFICE ASSISTANT

Company: EQUINOX HOTEL AND RESSORTS PVT. LTD. March 2013 SEPTEMBER 2016

Job Description: -

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Preparing daily performance report and weekly dashboard for performance tracking.
- Review data reports on a daily basis and provide constructive feedback.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Maintain Cash book and Ledger of the company.

Designation: OFFICE ASSISTANT

Company: MANVI GARMENTS PVT. LTD.

April 2012 – March 2013

Job Description: -

- Maintain the stock of the companies and all file related quarries.

Achievements:

- Best Employee of the year
- Best Performer of the year

ACADEMIC QUALIFICATION: -

<u>Examination Passed</u>	<u>Board/University</u>	<u>Year</u>
B.COM	CALCUTTA UNIVERSITY	2010
INTERMEDIATE	WBBHSE	2007
10TH	WBBSE	2005

Computer Skills :-

Knowledge of Excel, MS Word. Powerpoint, Outlook, Tally

PERSONAL DETAILS:

- Passport no: M 9078119
- Date of Birth: 29TH Sep 1988
- Sex: Male
- Father's Name: Late Sobhendra Mishra
- Marital Status: Unmarried
- Nationality: Indian
- Languages Known: English, Hindi, Bengali

Sincerely,

SUDARSHAN MISHRA