



## SUMMARY

I am a loyal and trustworthy employee who can work alone or as part of a team. I am a quick to learn and willing to adapt to any job. I am a competent, loyal, hard working employee with the ability to achieve tasks when working alone or as part of a team. I am punctual with an excellent attendance record.

## EDUCATION

### Board of Examination [ 2013]

SSLC

### Board of Higher secondary Examination [ 2014 ]

Plus Two

### Chennais Amirta [ 2015 ]

Hotel Management

## SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

## PASSPORT DETAIL

T2026659

Date of issue : 29-03-2019

Date of expiry : 28-03-2029

Place of issue : Trivandrum

## PROFESSIONAL EXPERIENCE

### HOUSE KEEPING

GSM ASSOCIAT [ 07/2016 – 07/2017 ]chathannoor,kollam

#### RESPONSIBILITIES

- Clean floors and office room
- Including dust mopping damp mopping sweeping
- Vacuuming dusting picking up larger objective off the floor and spot cleaning glass

### GRAPHICE DESIGNER

Sharp Studio Lab| [2017 - 2018]  
kottiyam,kollam

### SALES ASSISTANT

LuLu Hypermarket,Department | 2019 - 2022]  
Kuala lumpur,Malaysia

#### RESPONSIBILITIES

- Ensure high levels of customer satisfaction through excellent sales service.
- Assess customers needs and provide assistance and information on product features.
- Welcome customers to the store and answer their queries.
- Follow and achieve department's sales goals on a monthly, quarterly and yearly basis.
- Process POS (point of sale) purchases

### CASHER

Hotel Harisree| [2023 - 2023]  
kallumthazam ,kollam

#### RESPONSIBILITIES

- Reconciling billing accounts to the general leader
- Interfacing with the accounts receivable credit/ collection
- Ensuring the accuracy of invoicing

## **SHOP STAFF**

Indian glass house |2013-2013 Chathannoor,kollam

### **RESPONSIBILITY**

- Receiving, unpacking and arranging new shipments from suppliers and vendors
- Arranging and labelling goods in the display shelves
- Assisting customers in finding the products they're looking for
- Processing customer payments at the checkout point/till
- Addressing customer complaints and inquiries
- Providing shopping advice and

### **DIGITAL SKILLS**

Microsoft: Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Access / Social media/social Networks / ability to learn quickly, listen and communicate with others / Correctly and motivated / Creativity and passion for new solutions / Internet, E-mail & Social Media / Excellent communication skills gained through my experience in a big team with many customers

### **HOBBIES & INTERESTS**

#### **Hobbies**

**Photography, Cooking, Painting, Drawing, Board games, Origami, Yoga**

#### **Interest**

**Cooking, Photography, learning new languages, reading books, Travel, Sports, Art, Podcasting**

### **LANGUAGE SKILLS**

- **English**
- **Malayalam**
- **Tamil**
- **Malay**

## **DECLARATION**

I GLANSON S

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

Place:Kollam

**Yours obediently**

Date:

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