

ARUN U R



PERSONAL DETAILS

+974 77529212
arunsaranyaaeyhan87@gmail.com

Address : Doha, Qatar
Nationality : Indian
D.O.B : 25.05.1988
Gender : Male
Marital Status : Married
Qatar ID No : 28835614303
Driving License : Valid Qatar Driving License
DL Validity : 28.09.2024

KEY SKILLS

Safe Driving Techniques

Transportation

GPS & Route Planning

Defensive Driving Techniques

Traffic Laws

Driven by target

Customer Service

Commercial Driving

Transaction Processing

Cash Handling

Banking operations

Time Management

Communication Skills

PROFILE

Dynamic and results-driven professional with extensive experience in Sales and Marketing, Cashiering and Document Control across various sectors. Possesses over 14 years of expertise in creating and implementing marketing strategies, managing cash transactions and ensuring accurate document management. Proven track record in driving brand awareness and sales growth through innovative marketing campaigns and strong client relationships. Skilled in handling cash operations, providing exceptional customer service and maintaining security and accuracy in financial transactions. Adept at analysing performance metrics, coordinating document flow and ensuring compliance with regulatory standards. Seeking to leverage a diverse skill set and a commitment to excellence to contribute effectively to a forward-thinking organization.

WORK EXPERIENCE

SALES AND MARKETING EAST AGENCY

Jan 2019 – Present

- Create and implement comprehensive marketing strategies to drive brand awareness, lead generation and sales growth
- Oversee the sales process from prospecting to closing, ensuring targets are met and customer satisfaction is maintained
- Conduct market research and competitive analysis to identify trends, opportunities and customer needs
- Build and maintain strong relationships with clients, providing exceptional service and addressing their needs and concerns
- Design, execute and monitor marketing campaigns across various channels, including digital, print and social media
- Identify and qualify leads through various methods, including networking, referrals and inbound inquiries

CASHIER Doha Bank, Qatar

- Managing cash transactions, including receiving payments, making change, and accurately counting money.
- Operated a cash register for cash, check, and credit card transactions with accuracy.
- Accurately entering daily payment activities into databases.
- Reconciled cash register towards the end of the day, by balancing all cash credit cards and checks.
- Maintaining the security of cash, following security procedures, and being alert to potential theft or fraud.
- Prepared and submitted reports related to daily transactions.
- Providing excellent customer service by addressing customer inquiries and concerns.
- Adhering to bank policies and procedures regarding cash handling and transactions.

CASHIER Qatar National Bank

- Accurately received and disburse cash, checks, and electronic payments from customers.
- Operated cash registers or point-of-sale (POS) systems to process transactions.

TRAININGS & CERTIFICATIONS

- **Live Fire Training for CIT Staff "**
G4S Training Center, Muaither, State of Qatar (Jan 2012)
- **Job Oriented Training for The Cash-In-Transit Crew**
G4S Training Center, Muaither State of Qatar (Sep 2011)

LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Tamil
- Arabic

SOFTWARE PROFICIENCY

- MS Word
- MS Excel
- MS PowerPoint

PASSPORT DETAILS

Passport No : N9954765
Date of Issue : 19.06.2016
Date of Expiry : 18.06.2026
Place of Issue : Trivandrum

INTERESTS

- Travelling
- Music
- Fitness
- Sports
- Social Service

- Provided customers with receipts and maintain accurate records of transactions.
- Reconciled cash, prepared summary of transactions, and deposit funds into the appropriate account.
- Resolved customer complaints, and provided relevant information.
- Track transactions on balance sheets and report any discrepancies.
- Balances cash drawer by counting cash at beginning and end of work shift.

➤ **DOCUMENT CONTROLLER** **May 2019 – Dec 2019** **S K E&C, Dukhan, Qatar**

- Developed and maintained a document management system to organise, categorise, and store documents and records efficiently.
- Controlled the flow of documents in and out of the department.
- Ensure complete and organised filing and document control logs.
- Sorting, storing, and retrieving electronic and hard copy documents
- Control the distribution of documents to authorised personnel, both internally and externally, as necessary.
- Generated reports on document status, usage, and compliance for management and regulatory purposes.

➤ **TELLER / CASHIER** **Dec 2010 – Dec 2018** **G4S, Qatar**

- Managed transactions with customers using cash registers.
- Process transactions to the cash register by effectively and efficiently handling cash and card payments.
- Performed all teller transactions and other routine processing as per company guidelines.
- Balancing the cash register and generating reports for credit and debit sales.
- Issue receipts, refunds, change or tickets.
- Handle merchandise returns and exchanges.
- Balanced cash drawers at the end of the day, resolve discrepancies, and prepare reports.

ACADEMIC CREDENTIALS

2006	Diploma in Computer Hardware and Networking NIDVI, Trivandrum
2005	Higher Secondary Board of Higher Secondary Examination, Kerala
2003	Secondary School Board of Public Examination, Kerala

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

ARUN U R