



MONU KURIAKOSE

THUNDIYIL (H), VELLAVOOR P.O, VELLAVOOR, KOTTAYAM DIST, KERALA, INDIA PINCODE:
686541

+918848899213 | monukuriakose33@gmail.com

OBJECTIVE

To enhance my professional skills, capabilities and knowledge of Retail Supervisor in an organization which recognises the value of hard work and trusts with responsibilities and challenges.

EXPERIENCE

- DAR AL HAYA NATIONAL LLC, MUSCAT** JULY - 2019 - JULY - 2022
RETAIL SUPERVISOR
 - * Responsible for managing the store in the absence of owners by ensuring smooth day to day operations.
 - * Supervised over 25+ staffs by monitoring their day to day activities, manage work schedulings and prepare staff meeting reports.
 - * Remarkable ability to respond calmly and make right decisions when handling guests and employee conflicts.
 - * Ensured and maintained excellent customer service all time.
 - * Developed new customer relationships through telephone contacts and grows sales activity with existing customers.
 - * Assist in executing sales and promotional events timely and effectively for more financial results.
 - * Analyze and submit a daily sales and expense report for the higher management.
 - * Supervise the Invoice processing, purchase orders and receiving department.
 - * Experience in conducting retail inventory and stock taking of products at store.
 - * Assist in all areas of administrative works including data entries and front office duties.
 - * Outstanding ability to operate computer, cash register and other necessary office equipments.
 - * Handled money with a point-of-sale system including returns and exchanges using access cards.
- SKYLINE COMPUTERS AND DIGITAL MART, CHANGANASSERY** July/2018 - July/2019
OFFICE ASSISTANT
 - * Answering the calls and responding to queries while registering customer details and product complaints.
 - * Assigns the pending work to staffs and ensuring the completion of works in time.
 - * Increase customer loyalty through consistant and excellent service, great attitude and deep knowledge.
 - * Supervise all the Invoice processings and Payment transactions.
 - * Maintaining and verifying all the details of day to day accounts using ERP Tally software and Ms excel.

EDUCATION

- Ettumanoorappan college, MG university** 2014 - 2017
Bachelor's of Computer Applications
CCPA : 6.13
- Little Flower Vidaynikethan & Junior College, CBSE** 2012 - 2014
Higher Secondary Education
58.5 %

- Little flower vidhyanikethan & jr college, CBSE
High School
CGPA : 6.4

2012

SKILLS

- Leadership and Teamwork skills
- Organizational and Managerial skills
- Amazing supervisory skills
- Competant IT skills
- Strong communication and interpersonal skills
- Cash Handling
- Ms office

LANGUAGES

- Fluent in English, Malayalam and Hindi
- Basic knowledge in Arabic

ADDITIONAL INFORMATION

D.O.B - 28-May-1996
Gender - Male
Nationality - Indian
Marital status - Single
Passport no : T1849645
Email : monukuriakose33@gmail.com
Mobile : +91 8848899213, +91 8547182769