



MICHAEL.B
28.04.2022

B.MICHAEL

No.11, Old Pooranakuppam Street,
Ariyankuppam,
Puducherry-605007.

Telephone number : +91 8925359474

E-mail Address : michaelanto11101@gmail.com

PERSONAL PARTICULARS

Identification no : W3124019 (Passport)

Date of Birth : 09 Aug 2002

Nationality : Indian

Marital Status : Single

EDUCATION

2019 – 2022 : Bachelor of Science in Mathematics,
Pondicherry University, India.

2018 - 2019 (12th) : Jeevanandham Boys Government Higher Secondary School,
State Board of Tamil Nadu, Puducherry, India.

2016 – 2017(10th) : Jeevanandham Boys Government Higher Secondary School,
State Board of Tamil Nadu, Puducherry, India.

EXTRA-CURRICULAR ACTIVITIES

Jeevanandham Boys Government Higher Secondary School

- Participated in ball batmitan state level
- Service rendered as school prefect
- Vice secretary in modern game and traditional

Saradha Gangadharan College of Arts and Science

- Rotary Club president
- Red Ribbon Cross Club Member

PERSONAL STRENGTHS

- Able to work under pressure and meet tight deadlines.
- Fluent in speaking English and Tamil
- Fluent in writing English and Tamil.
- Able to work hard independently in a team.
- Excellent interpersonal skills.
- Willing to learn new things.
- Has a lot of knowledge in terms of communication skills.

EXPERIENCE

NULIFE PHARMACY INDIA (2021 – 2022)

- Prepared journal entries and other accounting activities into shop paid software.
- Responsible for collecting payments from customer by cash & credit cards.
- Handled closing and opening duties, and ensured space was tidy and ready for business each day.
- Processed all payments on purchases, medicines and other products, whether cash or credit card.
- Responsible for maintaining and re-stock shelves, replenishing product in shelving and cooler area.
- Friendly and positive, always willing to help customers.
- Assisted customers with issues at the shop, and contacted service technicians when necessary.
- Work flexible schedules and are able to multitask when the station is busy.
- Checked and balanced daily sales report.
- Counting daily cashier money and hand over to management safely.
- Ensure satisfactory customer service by greeting customers and assisting them with any needs.

CAREER OBJECTIVE

- To obtain a creative and challenging position in an organization that give me an opportunity for self-improvement and leadership, while contributing of the symbolic growth of the organization with my technical, innovative and logical skills.

SKILLS

- Hardworking, detailed oriented, accountable, meet deadlines and strong on follow up.
- Good mathematical background with cash handling experience and strong skills in sorting, counting and verifying numbers.
- Strong leadership, development and training and mentoring skills.
- Strong time management skills.
- Strong computer skills including Microsoft Office software tools, especially Excel and Word.
- Team player and able to work with minimum supervision and under tight deadlines.
- To be able to use/ learn to use in –house computer systems.
- Proactive and self-driven.

REFERENCE:

MRS MALA - SHOP MANAGER

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MRS.BHARATHI – SHOP MANAGER

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