

BIJU A K

Seeking a position in an organization to utilize my skills and ability that offers professional growth while being resourceful, innovative and flexible. To become part of your company where I can utilize and maximize my knowledge and serve the company to my fullest.



bijubichuzz@gmail.com

055 1137 531

DEIRA, DUBAI, United Arab Emirates

12 January, 1998

EDUCATION

Bachelors of Commerce

William Carey University

00/2017 - 04/2020

Meghalaya , India

Higher Secondary

Board of Higher Secondary Examination -
Kerala Government

06/2015 - 03/2017

Kerala, India

Secondary school Leaving Certification - SSLC

Board of Public Examination - Kerala
Government

05/2014 - 03/2015

KERALA ,INDIA

WORK EXPERIENCE

MANAGER

Jockey Brand Store Room

11/2021 - 05/2023

Kanhangad, India

duties and responsibilities

- Producing Accurate Financial Reports And Inform
- Managing Credit
- Projecting Profit
- Managing Purchase And Sales
- Petty Cash
- Voucher Entry
- Bank Reconciliation

Sales Executive

Reliance Trends

06/2019 - 07/2021

Kanhangad, kerala

Achievements/Tasks

- Customer Handling And Managing
- Solving Product Damages And Size issues
- Service Desk And Billing
- Elevate Complaints to Management
- Informating and Describing Product information

SKILLS

Team Handling

Leadership

Decision Making

Customer relationship

PERSONAL QUALIFICATION

Crash Course - Academy for Commerce Excellence

- Tally
- Peachtree
- Tradeasy
- MS Excel

ORGANIZATIONS

JOCKEY BRAND (11/2021 - 05/2023)

MANAGER

RELIANCE TRENDS (06/2019 - 03/2021)

SALES EXECUTIVE

LANGUAGES

English

Professional Working Proficiency

Hindi

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency

INTERESTS

Dance

Innovative

Developing New Skills

Travelling

Writing

Listening to Music