



JUBIL RAJ K K

To join an organization where I can utilize my knowledge and competently apply my skills in a challenging and dynamic environment that rewards positive attitudes, active work style.

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Dubai

Personal Details

Visa Status : Employment Visa
Date of Birth : 21/11/1997
Sex : Male
Marital Status : Married
Hobbies : Reading & Travelling
Languages : English, Malayalam, Hindi.

Technical Skills

- Accounting
- Tally
- Microsoft Office
- Business Logistics

Experience

Q Mart Super Market - Kerala, India

• Role : Worked as an Accountant
• Duration : February 2019 to February 2020

Responsibilities

• Recording the sales and accounts receivables, Recording inventory and accounts payable, Payroll, Data Entry, Managing transactions with customers using cash registers.

Al Markab Stationary - Al Ain, Abudabi

• Role : Worked as a Store Keeper
• Duration : June 2020 to May 2021

Responsibilities

• Maintain receipts, records, and withdrawals of the stockroom, keeping and manage all documentation to confirm proper stock levels and maintain inventory control. Perform other stock related duties including returning, packing, pricing, and labelling.

Emirates National Oil Company - Kerala, India

• Role : Working as a Sales Assistant
• Duration : May 2021 to Present

Responsibilities

• Ensure high level of customer satisfaction through excellent sales service, Maintain outstanding store condition and visual merchandising standards, Recommend and display items that match customer needs, Inventory.

Interpersonal Skill

- Confident and determined. - Ability to adopt new environment.
- Qualities having punctuality & helpful. - Dedication towards work.

Qualification

Degree - BA Development Economics - Kerala, India

Computerised Accounting (Tally, Quick book, PeachTree - Kerala, India.

Business Logistics - Kerala, India.

MS Excel - Kerala, India.

Declaration

I do hereby declare that the information furnished above is true to the best of my Knowledge.

Thank You,
Jubil Raj K K