



ANEESH E A



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Abu Dhabi UAE



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PERSONAL INFO

Nationality : Indian
Gender : Male
Date of Birth : 12/08/1991
Marital Status : Married

PASSPORT INFO

Passport No. : X 9073032
Date of Issue : 11/05/2023
Date of Expiry : 10/05/2033

PROFESSIONAL SUMMARY

Versatile professional with a diverse skill set in finance, retail, and sales management. Accomplished Accountant proficient in financial analysis and reporting. Experienced Cashier with billing expertise, ensuring accurate transactions. Proven Sales Supervisor driving team success and exceeding targets. Dynamic Store In charge adept at inventory management and optimizing store operations.

SKILLS

- Financial Reporting
- Bookkeeping
- Budget Management
- Audit Assistance
- Transaction Accuracy
- Point-of-Sale Systems
- Customer Service
- Sales Strategies
- Cash handling
- Visual Merchandising
- Customer Relationship Management
- Sales Performance Analysis
- Inventory Management

WORK HISTORY

July 2014 - November 2023

Kalyan Jewellers India Pvt.Ltd - Accountant,Cashier,BilingStaff ,Sales Supervisor , Mumbai, India

- Administer HRM register and perform various HRM tasks.
- Generate online bills and input them into the system software.
- Manage petty cash transactions.
- Prepare records for goods inward and outward.
- Compile daily, weekly, and monthly sales performance reports using Excel.
- Handle accounts-related tasks, including entering billing payments into Gold dealers' software.
- Verify dealers' bills for accurate calculations and detailed GST amounts.

EDUCATION

B.com
University of Calicut,
Kerala, India, 2012

Accountancy & Auditing
Sarvodayam VHSE
School, Kerala, India,
2009

Secondary
St. Thomas High
School, Thiroor, Kerala,
India, 2007

LANGUAGES

English



Advanced (C1)

Hindi



Bilingual or Proficient
(C2)

Malayalam



Bilingual or Proficient
(C2)

Tamil



Bilingual or Proficient
(C2)

- Conduct weekly checks on dealers' payment statuses in the software.
- Understand customer needs and preferences to provide personalized service.
- Drive sales by recommending suitable pieces based on customer preferences.
- Handle cash, credit cards, and other payment methods. Monitor and manage inventory levels in the showroom.

May 2011 - June 2014

Elite Group of Companies - Store Incharge, Kerala, India

- Monitor and update inventory levels.
- Assist in placing orders for merchandise or restocking inventory.
- Assist customers in locating products and provide information.
- Process customer transactions using cash registers or point-of-sale systems.

May 2009 - May 2010

Steel & Industrial Forgings Ltd. - Apprentice Trainee, Kerala, India

- ISO 9001-2008 System implemented company where periodic internal audit and systems ensure through daily monitoring, documentation, recording of company activities are done on routine basis.
- The data preparation, document modification, circulation of the same has been done by me, under direction from manger.

COMPUTER PROFICIENCY

MS Office

Excel | Word | PowerPoint

ERP

Tally | SAP

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.