

ABHIJITH VISWAMBARAN

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HIL COLONY OR NO D5, PATHALAM, ELOOR Udyogamandal PO,
Ernakulam Kerala - 683501



Objective

To secure a challenging position in a reputable organisation to expand my learning, knowledge and skills. Secure a responsible career opportunity to fully utilise my training and skills, While making a significant contribution to the success of the company



Experience

Ajmal Bismi

30/9/2022 - 14/2/2023

Assistant Store Manager

- Store opening and Store closing
- Petty cash management, head cashier activities
- DC and DSD checking and receiving
- Dump and damage posting
- Vendor returns
- CSD management
- Tele calling and greeting clients and visitors as needed
- Recording information and updating, maintaining documents and word processing



Education

LBS CENTRE SCIENCE AND TECHNOLOGY

2022

Computerised Financial Accounting and GST using Tally

St Paul's college, Kalamassery

2019- 2022

Bachelor of commerce

Kasturba English Medium school, Manjummel

2019

Higher Secondary Education, +2

Kasturba English Medium school, Manjummel

2017

SSLC



Skills

- Effect communication and Managerial skills
- Ability in supervising, training and motivating employees
- Empathic listener



Experience in successful management of diverse groups of people



Proven adaptability to differing cultural and business environment



IT Skills



Advance knowledge in SAP, Tally



Effective knowledge in basic computer applications including Ms Office (Word, Excel)



Advanced understanding in Billing (POS)



Languages



*English



*Malayalam



Personal Details



Date of Birth : 10/02/2001



Marital Status : Single



Nationality : Indian



Religion : Hindu



Gender : Male



Age : 22



Reference



Martin Paul - "Ajmal Bismi "



Store Manager



94966 08963



Declaration



I Abhijith Viswambaran here by declare that the details given above are true to best of my knowledge and belief