

ABHIRAMI. O



RETAIL SALES EXECUTIVE | ACCOUNTANT
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PROFESSIONAL SUMMARY

Experienced in retail & supplychain professional. Managing retail operations & delivering exceptional customer service. Skilled in building strong customer relationship, teamwork & maximizing profitability. Analyzing market trends, inventory management. Highly adaptable, with good communication and negotiations skills.

PROFESSIONAL EXPERIENCE

RETAIL SALES EXECUTIVE

GRK GOLD PALACE, SINGAPORE

Nov 2023 - May 2024

- Provide exceptional customers service by understandings client needs.
- Basic knowledge of retail software.
- Analyze sale's trends & market competitions to adjust sales strategies.
- Coordinate with senior staff to ensure product availability & minimizing out of stock situation.
- Built & maintained strong relationship with customers.
- Handled cash & credit transactions accurately demonstrated.
- strong communication & teamwork.

ACCOUNTANT

ROYAL RELAX MATTRESSES, KERALA, INDIA

Oct 2020 - mar 2022

- Managed daily financial transactions including sales, purchase & expenses.
- Prepare monthly, annual financial statements.
- Maintained adjustments.
- Regularly conducted physical stock checking Maintained.
- financial records & prepare regular reportsMaintained.
- detailed records of stock inflow & outflow.
- knowledge about accounting software.

SKILLS

- Retail management
- Inventory management
- Record keeping
- Product knowledge
- MS office (word, Excel)
- Financial accounting
- Data entry
- Problem solving
- Customers service
- Tally
- Teamwork
- Cash handling, numerical skill
- Communication skill
- Time management

EDUCATION & CERTIFICATIONS

Postgraduate diploma in retail & supplychain management (BITC, Singapore)

2023-2024

2016-2019

Bachelors of commerce (Kannur University, Kerala)

Diploma in computerized financial accounting (Tally)

2019

PROFESSIONAL DETAILS

DOB : 29/10/1997
Nationality : Indian
Languages : English, Malayalam, and and Hindi,
TamilMarital status: Unmarried