

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

## **EDUCATION & CERTIFICATIONS**

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

2023-2024

Bachelors of commerce (Kannur University, Kerala)

2016- 2019

Diploma in computerized financial accounting (Tally)

2019

## **PROFESSIONAL DETAILS**

DOB : 29/10/1997

Nationality : Indian

Languages : English, Malayalam, and and Hindi,

TamilMarital status: Unmarried