



CONTACT

Mobile No: +971 569752779

Email: adithyashivaganga@gmail.com

Address:

Ewan Residence 81, Ewan residence, Dubai investments park, Jebel ali District, DUBAI

EDUCATION

CENTRAL BOARD OF SECONDARY EDUCATION

SSLC (2009)

CENTRAL BOARD OF SECONDARY EDUCATION

Undergraduate in Computer Science (2011)

NUSI MARITIME ACADEMY

PRE-SEA TRAINING (2016)

SKILLS

- Computer Literate
- Interpersonal Communication
- Good knowledge in programming languages
- Good presentation skills.
- Can effectively work on own initiative, as a part of the team or as a leader of a group.

ADITHYA GANGADHARAN

ADMIN CLERK/ RECEIVING CHECKER/ STOCKER

OBJECTIVE

- To become an invaluable asset to the company, be able to make significant contribution to a company that will honor my abilities and personality, enrich my knowledge and encourage me to work to the best of my capabilities.

EXPERIENCE

RECEIVING CHECKER

Majid Al Futtaim Hypermarket

Carrefour Mall of the Emirates Dubai, UAE

2019 JANUARY up to 2021 SEPTEMBER

- Responsible for sorting mail, filing and general office duties.
- Arrange all invoices to match orders of purchase for input into computers.
- Addition of all the invoices to match check amounts.
- Prepare documentation with proper coding according to the accounting procedures and policies.
- Check entries, balances, and audit accounts for proper and accurate coding.
- Typed documents, data entry, emails
- Responsible for verification of accuracy of data and compilation of spreadsheets by combining data from various systems.
- Updated and maintained accounting records, including - receipts, invoices, accounts payable and receivable, and profit and loss.
- Maintained office scheduled.
- Expert in checking the quality & quality of products.

STOCKER/ SALESMAN

Majid Al Futtaim Hypermarket

Carrefour Hypermarket Mall of Dubai, UAE

MARCH 2018 up to DECEMBER 2018

- Ensure that all transactions are done correctly especially the recording and maintaining cash.
- Assist the customers on their inquiries and attends to their needs.

SUMMARY OF QUALIFICATION

- **learns quickly and able to meet deadlines**
- **Ability to listen and follow instructions**
- **With initiative, hardworking, love people, and easy to get along with.**

PERSONAL DETAILS:

SEX: MALE

MARITAL STATUS: MARRIED

DATE OF BIRTH: 11/02/1995

NATIONALITY: INDIAN

LANGUAGES: ENGLISH, HINDI, MALAYALAM

PASSPORT DETAILS:

Passport No: M4797611

Validity: 29/12/2024

Hobbies:

Reading, Writing, Music, Photography

ADMIN CLERK /RECEIVING CHECKER

Drops Goods Wholesale LLC (E-commerce)

Admin Clerk And Quality Checker (November 2021 to December 2022)

- Perform General Administrative Tasks, Including Data Entry, Filing, And Document Management.
- Maintain Office Supplies And Order New Ones As Needed
- Handle Incoming And Outgoing Mail And Shipment
- Assist In Maintaining And Organizing Company Reports And Database
- Support Other Department With Administrative Tasks As Required.

IT KNOWLEDGE

- Microsoft (word, excel, powerpoint)
- Sales Force
- GIMA

DECLARATION

I hereby declare that all the information mentioned above is true to the best of my knowledge and belief.

ADITHYA GANGADHARAN