

AJITH MOHAN



CONTACT

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🎂 24/07/1989

OBJECTIVE

I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

SKILLS

- MS OFFICE
- Photoshop
- Tally
- Orion
- PowerBuilder

REFERENCE

- **Anupama Sarath - Managing Director**
Vedhika Apartment

9567251613

LANGUAGE

- ✓ English
- ✓ Hindi
- ✓ Malayalam

EXPERIENCE

Fares Products LLC, DUBAI, UAE

08/03/2012 -
04/03/2015

Warehouse Assistant

- Received and counted stocked items and record data manually and also in ERP software.
- Transfer IN/OUT stock to different branches by issuing Documents in ERP software.
- Relying on a scanner and Computer to successfully complete most of my task assigned to my Job
- Verified inventory computations by comparing them with physical count of Stock and System softwares.

Fares Products LLC, DUBAI, UAE

05/03/2015 -
31/03/2018

Cashier / Salesman

- Welcomed customers, offering assistance to help find necessary Products.
- Balancing the cash register and generating reports for Cash, Card and debit sale
- Coordinate sales effort with team members and other departments.
- Presenting our products to clients and clearly articulating their value to close sales and secure long-term contracts.
- Processed customer payments quickly and returned exact change and receipts..

Ahalia Exchange, Kerala, India

01/10/2018 -
31/10/2019

Cashier /Customer Relationship Manager

- Provides fast and excellent customer service to the customers in a professional manner.
- Answer telephone calls and provide transfer rates/information as required
- Resolve customer complaints, independently, wherever possible.
- Promote and cross-sell new products and services to customers
- Train Ticket/Flight Ticket Booking.
- Knowledge of different Money Transfer products like Western union, Money Gram, Instant Cash, Xpress money etc.

Vedhika Apartments, Kerala, India

01/09/2020 -
03/10/2023

Cashier / Front Office

- Welcome guests, check them in, distribute room keys and explain the hotel's amenities
- Take payment from customers(Cash, Card and UPI)
- Respond to guests' issues and complaints in a friendly, timely manner.
- Work with staff members to ensure that all guest rooms meet hotel standards and accommodate any special client needs.

Chicago International (P) Ltd, Kerala, India

01/07/2024 -
08/02/2025

Accountant

- Daily and Monthly reports on worksite.
- Preparation of wages for Labours.
- Calculation of contractor Bills / Invoices.
- Petty cash management

EDUCATION

KERALA UNIVERSITY
BACHELOR'S DEGREE

2010