



BIJU A K

STORE MANAGER & ACCOUNTANT

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DUBAI, UNITED ARAB EMIRATES

12 January, 1998

Career Goal: Seeking a challenging position where I can use my experience and qualifications for the betterment of my career. Leadership quality, keen problem-solving skills, and quick adaptation to any environment help me to bring growth to my organization and mutually benefit myself from that growth.

WORK EXPERIENCE

STORE MANAGER & ACCOUNTANT

Jockey international inc. outlets kanhangad

03/2021 - 05/2023

Kanhangad, India

Duties And Responsibilities

- To handle Petty Cash and expenses Journal Entries
- Bank Reconciliation & Financial statement
- Responsible to maintain proper record of receipts and payments.
- Data entry (e.g. inputting bills into the system)
- Preparation of sales invoices and daily sales reports.
- Customer service & Problems solving

CASHIER & CUSTOMER SERVICE EXECUTIVE

Reliance Trends Retail Pvt Ltd

06/2019 - 01/2021

Kanhangad, India

Duties And Responsibilities

Achievements/Tasks

- Receiving payments and issuing receipts.
- cash handling, customer service, and point-of-sale systems.
- Solving product damage & Size issues
- Elevates Complaints to management
- Informing & Describing product information

EDUCATION

Bachelor Of Commerce

William Carey University

Meghalaya, India

Plus Two

Board Of Higher Secondary Examination-
Government Of Kerala

Kerala, India

Secondary School Leaving Certification-SSLC

Board of Public Examination - Government Of
Kerala

Kerala, India

SKILLS

Self Confidence

Commitment

Responsibilities

Decision Making

Customer Relationship

Conflict Resolution

TALLY PRIME, PEACHTREE, MS EXCEL & WORD

Practical Accounting (Manual) & Computerised Accounting
(03/2022 - 09/2022)

ACHIEVEMENTS

National Service Scheme (06/2012 - 03/2014)

LANGUAGES

English

Professional Working Proficiency

Tamil

Limited Working Proficiency

Hindi

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency

INTERESTS

Developing New Ideas

Dance

Music

Swimming

Writing

Sports

Traveling