



☎ +971 50471 3256

✉ jithinjithu3618@gmail.com

☎ +91 9961 1812 93

📍 AI Nahda, Quasis Dubai,UAE

## Education

### • DIPLOMA/CERTIFICATE COURSE IN COMPUTERISED FINANCIAL ACCOUNTING

Govt.Polytechnic College,Kerala,India

### • INFO TECH INSTITUTE OF TECHNOLOGY Kerala,India

### • HIGHER SECONDARY EDUCATION Govt.HSS Pilicode,Kerala,India

## Expertise

- Ms-Office
- Ms-Excel
- Desktop Publishing(DTP)
- Tally ERP.9
- SAP
- Typing Speed(32 wpm)

## Language

- English
- Malayalam
- Hindi

## Personal Details

Date Of Birth-01-12-2000  
Nationality-Indian

Place-Dubai

# JITHIN RAVI

## IT&INVENTORY ASSOCIATE DATA ENTRY OPERATOR,CASHIER,BILLER

### 👤 Profile

Dedicated and skilled professional with a career diploma in computerised financial accounting and 4 years of hands-on experience in wholesale and retail industry Demonstrated ability to computer knowledge. Adept at speed and accuracy committed to providing excellent result and continuously seeking to improve and grow within the industry.

### 📁 Work Experience

#### 1.AL MADEENA HYPERMARKET

AL QUOS 2,DUBAI,UAE

IT&INVENTORY ASSOCIATE 2023-2024

- Inventory controller
- Data analysis and reporting
- Information Technology Supporting
- Process improvement
- Documentation and Compliance

#### 2.NATIONAL RADIO ELECTRONICS (NRE)

KANHANGAD,KERALA,INDIA

**Accountant**-Financial Reporting,Book keeping

**Storekeeper**-Stocking and Organizing,Order Processing

**Data entry operator**-Maintaining Databases

**Cashier**-Maintaining Databases,Technical Skills

**Biller**-Invoice Preparation,Payment Processing

**2022-2023**

#### 3.LIFECARE HOSPITAL

THRIKARIPUR,KERALA,INDIA

**RECEPTIONIST 2021**(Night duty)

- Providing Administrative Support
- Answering and Directing Phone Calls

#### 4.SS AGENCIES

CHERUVATHUR,KERALA ,INDIA

**Salesman cum Driver 2018-2021** (part time)

- Customer engagement
- Sales reporting and analysis

## Declaration

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

Jithin Ravi Sd/-