



JITHIN V

E-MAIL

jithinjithunlr@gmail.com

CONTACTS

Mobile: +971-527600276

EXECUTIVE SUMMARY

Seeking a career opportunity with a progressive growth-oriented company to explore a new circumstance and where I can utilize my knowledge and skills to maximum for the mutual benefit of the organization and myself.

WORK EXPERIENCE

Cashier/Assistant accountant

May 2019 to November 2023

KMK Jewellers, Nileshwar

- Conducted valuations on vintage or second-hand jewellery by assessing hallmarks, checking weight and inspecting prongs.
- Performed store opening and closing procedures including preparation of daily cash and securing shopfront at close of business.
- Helped customers select appropriate jewellery according to preferences, requirements and occasion.
- Greeted customers warmly, friendly and politely when entering the jewellery store, making them feel welcomed and valued.
- Stayed up to date on product range specifications, details and availability through research and supplier updates.
- Processed customers' cash and card payments, issuing change and receipts.
- Shared new products and promotions with customer to encourage sales.
- Handled customer returns, refunds and exchanges at customer service desk.
- Maintaining accounts of Debtors & Creditors, Journal records, Cash accounts, Bill receipts and payments.

Cashier/Assistant accountant

April 2018 to April 2019

Kunhimangalath Jewellers, Nileshwar

Cashier/Assistant accountant

May 2017 to December 2017

GPR Traders, Kanhangad

ACADEMIC BACKGROUND

DEGREE BCOM with CO-OPERATION

2017

CK Nair Arts & Management College
Kannur University

HIGHER SECONDARY (12th) – Commerce

2014

RHSS Nileshwar
Kerala Board of Higher Secondary Examination

COMPUTER KNOWLEDGE

Tally

MS Office, Photoshop, Typing Speed Average

Internet

DECLARATION

I do hereby declare that the above particulars are true to the best of my knowledge and belief.

JITHIN V

ADDRESS

Hor Al Anz

Deira, Dubai

United Arab Emirates

MORE ABOUT ME

Nationality: Indian

DOB: 06/07/1996

Sex: Male

Marital Status: Single

SKILLS

Good communication

Adaptability

Leadership

Problem Solving

Self motivated

Quick learner

LANGUAGE

English: Good

Malayalam: Native

Hindi: Medium

PASSPORT DETAILS

Passport No. : N6396387

Expiry Date: 17/01/2026

Visa status : Tourist (Valid
till 19/03/2024)