



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

Accountant cum Cashier

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.

Accountant cum Cashier

April 2018 to April 2019

Kunhimangalath Jewellers, Nileshwar

Cashier cum Office Assistant

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 19/01/2024)