



ABOUT ME

I am seeking rewarding and challenging career in an organization where I can apply my skill that I have acquired through my education. My determination combined with dedication has rewarded in the past and I will maintain the same confidence in whichever organization that I will join.

CONTACT

Phone
+971523376361
+918301825005

Address
Alghafia
Villa Number : 07
Street : 114
Sharjah , UAE

E-Mail
jibinlal1999@gmail.com

PASSPORT DETAILS

Passport no: W1469776
Date of Expiry: 12/06/2032

JIBINLAL K V

WORK EXPERIENCE

KREEM FOODS PVT, Uncle John Ice cream Calicut.
Responsibilities handled

SALES AUDITOR

- Reviewing the sales data from the stores
- Conduct audits of sales transactions to ensure compliance with company policies and procedures
- Prepare and process monthly sales
- Travels to assigned sites to audit inventory levels and ensure policy compliances
- Files documents
- All other working as requested by

TAMAM LABORATORIES Calicut. Responsibilities handled

FRONT OFFICE

- Order timely the laboratory supplies
- Guides guests and issues guests badges
- Handles client complaints
- Answers phone calls courteously
- Refills office supplies
- Maintain schedules
- Receives deliveries
- Plans Business travel

PROFILE

Father name
Jijendran K V
Mother name
Bindu A V
Date of Birth
01/06/1999
Marital status
Married
Nationality
Indian
Linguistic proficiency
English, Malayalam, Hindi

EDUCATIONAL QUALIFICATION

- ◆ **Broad band technician course**
2019-2020
[From DDU-GKY, Syncomint solution, Calicut, Kerala, India]
- ◆ **Bachelor of Commerce (B Com) with Co-Operation**
2018 - 2019
[From Calicut University, Kerala, India]
- ◆ **Plus-Two, Commerce**
2015 - 2016
[From Kerala State Board, India]
- ◆ **SSLC**
2013 - 2014
[From Kerala State Board, India]

TECHNICAL SKILLS

- ◆ Micro Soft office Excel
- ◆ Micro Soft office Word
- ◆ Digital marketing
- ◆ Power point
- ◆ Typing skill

STRENGTH

- ◆ Good team player and co-operative.
- ◆ Fast learner and can easily adapt changes in the environment and situation.
- ◆ possesses a High commitment to organization goal and objectives.
- ◆ Flexible, hardworking and focused.
- ◆ Confidentiality.

HOBBIES

DRIVING



MUSIC



MOVIES



[I sincerely state that the above-mentioned facts are true to my knowledge and belief]

Regards

JIBINLAL K V