

# JISHNU BALAKESAVAN

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**Results-driven professional with 8 years of experience in coordination, accounting, and supervision. Proven track record of effectively managing daily operations, conducting audits, and maintaining accurate records. Skilled in team coordination, time management, and process optimization**

## EXPERIENCES

- ***Co-ordinator and Accountant, New West Zone Group - Facilities Department (2016- 2024)***
  - Supervised daily warehouse activities, including receiving, storing, and shipping of goods.
  - Managed petty cash, handled invoices, and maintained accurate financial records.
  - Coordinated with multiple departments to ensure smooth operations of facilities management.
  - Coordinated with workers and created accurate work schedules to facilitate smooth operational changes.
  - Coordinated with vendors, negotiated prices, and ensured timely delivery of products and services.
  - Conducted monthly audits to ensure compliance with company policies and regulatory requirements.
- ***Draughts Assistance, Shoba Construction Company (2015-2016)***
  - Assisted in creating 2D and 3D designs using AutoCAD.
  - Coordinated with CAD operators to develop efficient designs.
  - Collaborated with the project team to revise designs based on site requirements.
- ***Site Supervisor, Jayaraj Construction Company (2014-2015)***
  - Supervised construction sites to ensure timely completion of projects.
  - Coordinated with contractors and labourers to ensure quality workmanship.
  - Monitored the quality of construction materials and ensured they met specifications

## EDUCATION

ITI (Draftsman Civil), National Council for Vocational Training (NCVT), India

**Diploma in Computerized Financial Accounting**

**Diploma in Civil Auto Cad Drawing, 2D, 3D, Rivet and Photoshop**

## SKILLS

- Financial Management
- Vendor Relations
- Team Coordination
- AutoCAD
- Microsoft Office
- Tally
- Leadership
- Problem-Solving
- Time Management
- Deadline management
- Resourcefulness
- Customer management