



# Lijin Shaji

## Work Experience

### C-store merchandiser

2022 - 2024

#### ADNOC | Abu Dhabi

Detail-oriented C-store merchandiser with extensive experience in optimizing product placement and inventory management within convenience store environments. Proven track record in enhancing sales through effective merchandising strategies, accurate stock control, and engaging customer interactions. Skilled in implementing planograms, analyzing sales data, and maintaining compliance with company standards. Adept at fostering strong relationships with store staff and managers to drive operational efficiency and customer satisfaction.

### Accounts Payable Clerk

2019 - 2020

#### Accenture Services Private Limited | Bangalore

Experienced Accounts Payable Clerk at Accenture, adept at managing vendor data, resolving queries, and ensuring timely payments across regions like UK, USA & Germany. Skilled in 'Foxtrot' process for amendments, I handle urgent requests efficiently and prioritize tasks based on SLA targets. Committed to providing real-time support to clients, I collaborate effectively with internal teams to resolve pending issues and uphold Accenture's commitment to high-performance standards

## Personal Information

Date of Birth: 17/09/1998

Marital status: Unmarried

Gender : Male

Languages : English, Hindi, Malayalam, Kannada, Tamil

Nationality: Indian

Passport No: T8138690

Driving License : 1160020

License issued date : 30/04/2024

License Expiry date : 29/04/2026

## References

### K.M Unnikrishnan

Air India / Former Area Manager

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## Contacts

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road - Al Rashidiya 2 - Ajman

## About Me

Dedicated and adaptable professional with a Bachelor's in Business Administration from SJB College of Management Studies. Experienced in transaction processing at Accenture Services, adept at vendor data management and resolving queries. Proficient in Microsoft Office Suite and data entry. Seeking a challenging role where I can utilize my skills and contribute to organizational success. Passionate about reading, music, cooking, and traveling. Excellent communication and team collaboration skills

## Education

### Bachelor of Business

#### Administration

Bangalore University/SJB College  
of Management Studies,

2016 - 2019

### Airline Management

IIAM(Indian Institute of Airline  
Management)/Remote Education

2019 - 2020

### Pre-University Course (PUC)

Kerala Board/Govt HSS Anchal  
West,

2014 - 2016

## Skills

- Communication
- Problem Solving
- Customer Focus
- Adaptability
- Team Collaboration
- Microsoft Office Suite