

NIJUMON SAYED

Supervisor

To excel in duties and responsibilities entrusted to me. To put maximum use of the knowledge and experience gained in my job and simultaneously ensure a positive career growth.



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0551242753



Dubai, UAE



WORK EXPERIENCE

Supervisor St. Xavier's College

05/2018 - 11/2023

Bangalore, India

St Xavier's Bangalore is one of the top Business School under Bangalore City University. In the unrelenting momentum of time, St. Xavier's College to equip students with skill based, practical business management knowledge and analytical skills and develop their capacity to lead domestic and global through adaptability, innovation and creativity.

Achievements/Tasks

- Maintaining day to day activities of college.
- Coordinating with management and students.
- Coordinating University related issues.
- Coordinating Guest faculties, internal exam.

Store Keeper Mahalakshmi Silks

03/2016 - 04/2018

Thiruvalla, India

Mahalekshmi Silks is a leading name in the textile & apparel retail trade in Kerala. Established in 2012 with a showroom in Thiruvalla, Mahalekshmi Silks has expanded to Muthoor & Ettumanoor within a short period. Consequently, Mahalekshmi silks has become the one-stop destination for all your fashion and style needs and in turn the fashion destination of Central Kerala.

Achievements/Tasks

- Coordinating with Vendors
- Tracking inventory.
- Putting goods in the warehouse.
- Arranging goods in the warehouse.
- Strictly complying with regulations on fire prevention

EDUCATION

B.Com St. Berchmans College

06/2012 - 05/2015

Changanassery, India

Higher Secondary St. Berchmans Higher Secondary School

06/2010 - 05/2012

Changanassery, India

SKILLS

Communication

Prospecting

Attention to detail

Interpersonal skills

Adaptability

Conflict resolution

Cooperation

Mentorship

Positivity

Willingness to learn

Customer Service

Documentation

Vendor Management

Purchasing

Data Entry

Order Processing

INTERESTES

DRIVING

EXPLORING NEW PLACES

LANGUAGES

ENGLISH

Native or Bilingual Proficiency

MALAYALAM

Native or Bilingual Proficiency

HINDI

Native or Bilingual Proficiency

KANNADA

Native or Bilingual Proficiency

TAMIL

Native or Bilingual Proficiency

PERSONAL INFO

Nationality: Indian

Gender: Male

DOB: 08/01/1991

Passport No: R1458308

VISA STATUS: VISIT VISA