



RAJESH. S

Contact Information

Address:
Al Ghubaiba street
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Personal Details:

Date of birth :10/05/1982
Nationality : Indian
Sex : Male
Marital Status : Married

Passport Details:

Passport No : V3049884
Date of Issue :12/10/2021
Date of Expiry:11/10/2031

Languages Known

- English
- Tamil
- Malayalam
- Hindi

Technical Skills

- Knowledge in Windows 2007, 2010
- MS Office
- Net Browsing

About me

Seeking an innovative and challenging position in the organization which gives me an opportunity to utilize my skills and knowledge for the development of the firm.

Educational Qualification

- ❖ BCOM from Kerala University on 2004.
- ❖ Pre Degree Kerala University on 1999.
- ❖ SSLC Fort High school in 1997.

Work Experience

- 4 Years experience as Salesman in Prabhus Books, Trivandrum.
- 5 Years experience as Cashier and Bookkeeping.
- 15 Years experience as Sales Manager.

Duties and Responsibilities

- Collecting orders and managing invoicing processes.
- Ensuring the alignment of work orders with invoices.
- Generating purchase orders and overseeing stock maintenance.
- Handling store management responsibilities.
- Coordinating staff and managing day-to-day shop operations.
- Accurately typing, preparing, and maintaining accounting documents and records.
- Providing assistance and support to company personnel.
- Recording information, processing, and filing various forms.
- Following up on payments and ensuring timely collection.

Declaration

I hereby declare that above information is true in my knowledge and belief