



**THEERTHA V**

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**Objective**

Seek to work in an environment that will challenge me further; while allowing me to contribute to the continued growth and success of the organization. Obtain a position that will provide me the ability to apply work and experience to a growing industry.

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**Experience**

**ZUDIO, KADAVANTHARA, KOCHI**  
STOREKEEPER

**July 2023 - January 2024**

- Managed inventory control, ensuring accurate stock levels and timely replenishment of merchandise.
- Conducted periodic stock audits to maintain accuracy and reduce discrepancies.
- Collaborated with the sales team to create appealing in-store displays and improve customer experience

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**KALYAN SILKS, KANNUR**  
FRONT DESK ADMINISTRATOR

**April 2023 - June 2023**

- Managed comprehensive records of visitor logs, appointments, and correspondence, ensuring proper documentation and filing.
- Assisted in greeting and directing visitors, verifying identification, and ensuring security protocols were followed.
- Organized and maintained the front desk area, ensuring all materials were well-stocked and readily accessible for efficient operations

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**BLUE NILE INTERNATIONAL HOTEL KANNUR**  
HOSTS

**2018 - 2017**

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**MASCOT BEACH RESORT KANNUR**  
STEWARD

**2017 - 2018**

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**Education**

**Govt of kerala**  
secondary school  
2014 —

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**Govt of kerala**  
Higher secondary school  
2014-2016 —

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**DME Board university**  
Diploma in Pharmacy  
pursuing —

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**Skills**

- Microsoft Office
- Negotiation
- Critical Thinking
- Communication skill
- Workflow
- Team work
- Active Listening
- customer service

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**Language**

English , Malayalam , Hindi, Tamil

