



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.

## 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

### 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

### BLUE NILE INTERNATIONAL HOTEL KANNUR HOSTS

2018 - 2017

### MASCOT BEACH RESORT KANNUR STEWARD

2017 - 2018

## Education

**Govt of kerala**  
secondary school  
2014 —

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

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

## Skills

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

## Language

English , Malayalam , Hindi, Tamil

