



Srikanth Piska

Sales Administrative

Dubai, UAE

srikanth.piska02@gmail.com
+971567464856

Objective

To work in a position, where my skills are abilities and experience will go along with organizations requirement and progress, I further to implement all of my experience for the achievement of the goal and the success of the organization I will be working for.

Experience

Malabar Gold and Diamonds Kuwait

Finance admin clerk

JANUARY 2018 - SEPTEMBER 2022

- Accurately enter financial transaction into the accounting system.
- Handle data entry for Petty cash transaction and other financial records.
- Assist in the preparation and issuance of invoices to clients.
- Ensure timely and accurate billing of clients.
- Maintain organized and up to date financial records.
- File and archive financial documents for easy retrieval.
- Assist in the management of expense reports.
- Collaborates with the financial team to ensure a smooth month end close process.
- Maintaining daily calendar/ schedule/ appointment.
- Assist in banking transaction and work
- Timely renewal documents (staff passport and visa).
- Printing and stationary handlings.
- Provide necessary support for financial reporting.

Malabar Gold and Diamonds Kuwait

Marketing Team Member

JANUARY 2016 - DECEMBER 2017

- Devolep marketing strategies to promote different jewelry collections, including gold, diamonds, and gemstones.
- Coordinate with suppliers and designers for special events and collaborations.
- Assist the sales team in marketing high value items, such as engagement rings, and custom made pieces.
- Monitor and respond to online customer inquiries and review's.
- Analyze competitor offerings and pricing strategies.

Malabar Gold and Diamonds Kuwait

Junior Sales Executive

MARCH 2013 - DECEMBER 2015

- Assist customers in understanding the different jewellery collections, including gold, diamonds, and gemstones.
- Providing expert advice and guidance to customers on selecting the right jewellery based on their preferences and budget.
- Keep track of inventory levels and ensure that the display cases are well stocked and organized.
- Ensure a high standard of customer service, maintenance the brand's reputation for excellence.

Education

Kakatiya University

2008 TO 2011

Bachelor of Commerce, Accounting -

Skills

- Customer Relationship
- Data Entry
- Customer Service
- Time Management
- Team Work

Interests

- Playing cricket
- Listening to music

Language

- English
- Hindi
- Malayalam
- Telugu

Strengths

- Positive thinking
- Time Management
- Smart working

Declaration

All the information mentioned above in the resume is correct to the best of my knowledge and belief.