



SANJU SADANANDAN

A highly motivated professional with over 6 years of experience across sales, finance, and accounting roles. Proficient in managing customer relationships, processing financial transactions, and maintaining accurate records. My background includes handling cash operations, analyzing financial data, and promoting financial products with a strong focus on customer satisfaction and operational efficiency. I have a proven track record of effectively managing accounts and supporting business objectives. Currently seeking an opportunity to apply my skills and experience in a challenging role where I can contribute to organizational success and growth while further developing my career.

CONTACT

Phone : +971 581814979

Email : sanjuss830@gmail.com

Location: Dubai

EDUCATION / TRAINING

MBA in Finance and Marketing
DC School of Management and
Technology Trivandrum | 2015 – 2017

B.com in Co-Operation
OK'S college Pandalam, University of
Kerala | 2011 – 2014

Higher Secondary
GHSS Thottakonam (Directorate of
Higher Secondary Education | 2009 – 2011

SSLC
St.John's School Thumpamon,
CBSE Board | 2008 – 2009

SKILLS

- Account Management
- Invoice Preparation
- Cash Handling
- Tally Software
- Customer Service
- Product Cross-Selling
- End-of-Day Processing
- Bank Reconciliation
- Financial Recordkeeping
- Transaction Accuracy
- Client Relations
- Sales Support
- Data Entry

WORK EXPERIENCE

➤ 21 September 2021 – Present

SALES ASSISTANT CUM CASHIER
EMIRATES NATIONAL OIL COMPANY DUBAI

Duties & Responsibilities

- Greet and assist customers with their inquiries and purchases, ensuring a high level of customer satisfaction.
- Accurately process cash, credit, and debit transactions, ensuring that all payments are correctly documented and securely managed.
- Stay informed about the products and services offered by ENOC, providing accurate information and recommendations to customers.
- Assist in maintaining stock levels, replenishing shelves, and conducting regular inventory checks to ensure product availability.
- Efficiently operate the POS system, processing transactions quickly and accurately while minimizing errors.
- Actively promote and upsell products, services, and special offers to increase sales and enhance the customer experience.
- Ensure that the store is clean, organized, and well-maintained, creating a pleasant shopping environment for customers.
- Prepare daily sales reports, handle returns and exchanges, and assist with the reconciliation of cash drawers at the end of each shift.

➤ 04 September 2018 – 10 January 2020

JUNIOR RELATIONSHIP EXECUTIVE
MUTHOOT FINANCE LTD

Duties & Responsibilities

- Engage with clients to understand and address their financial needs.
- Assist in verifying documents and processing loan applications.
- Promote additional financial products like insurance and fixed deposits.
- Handle customer queries and resolve issues promptly.
- Maintain accurate records and prepare reports.
- Assist in following up on overdue payments and ensuring timely loan repayments.
- Ensure all transactions and processes adhere to company policies and regulatory requirements.

COMPUTER SKILLS

- MS Excel
- Tally ERP 9
- MS Word

PERSONAL DETAILS

Nationality : Indian

Gender : Male

Date of Birth : 06/05/1993

Marital Status : Married

Passport No : S0885657

Date of Expiry : 26/03/2028

Place of Issue : Cochin

Address : Ananda Bhavan
Iranikudy Po
Edappon,
Mavelikkara -690558
Kerala, India

LANGUAGES KNOWN

English: Read, Write & Speak

Hindi : Read, Write & Speak

Malayalam : Read, Write & Speak

➤ 20 November 2017 – 21 May 2018

ACCOUNTANT

OXY EVENTS & ENTERTAINMENTS, TRIVANDRUM

Duties & Responsibilities

- Maintain accurate and up-to-date financial records, including accounts payable, accounts receivable, and general ledger entries.
- Assist in preparing and monitoring budgets, ensuring expenses align with financial plans.
- Generate invoices for clients, track payments, and manage billing processes to ensure timely collections.
- Monitor and record all company expenses, ensuring they are within budget and properly documented.
- Prepare and file tax returns, ensuring compliance with local tax regulations and deadlines.
- Prepare monthly and annual financial reports, providing insights into the company's financial performance.
- Perform regular bank reconciliations to ensure accuracy between company records and bank statements.

ACHIEVEMENTS

- Organized Management Fest conducted by DCSMAT, Trivandrum.
- I was part of the CSR activities organized by DCSMAT, Trivandrum.
- Attended National Seminar on "MAKE IN INDIA" organized by Conspi Academy.
- Awarded as STAR PERFORMER for 2 times in DC International Book Fair organized by DC Books

INDUSTRIAL TRAININGS

Completed a 24-day industrial training in the Finance Department at State Farming Corporation of Kerala, where I gained practical experience in financial activities and learned how to record transactions using Tally.

PROJECT WORK

Conducted a two-month study on the working capital management practices of the State Farming Corporation of Kerala, analyzing financial operations and identifying areas for improvement.

DECLARATION

I hereby declare that the above-mentioned information is correct to the best of my knowledge and belief.

SANJU SADANANDAN