



shaijas k

Nationality: Indian **Date of birth:** 12/02/2000 **Gender:** Male

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Home: karuthedath house ,nilambur railway post nilambur, Kerala (India)

ABOUT ME

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

WORK EXPERIENCE

Accounting assistant

tawazun gulf plastic factory [09/2022 – Current]

City: jeddah

Country: Saudi Arabia

- Reconciling invoices and identifying discrepancies
- Creating and updating expense reports
- Processing reimbursement forms
- Maintaining and reviewing financial records.
- Preparing budgets regularly

hotel management

green palace restuarant [04/2018 – 11/2021]

City: kerala

Country: India

- Overseeing personnel, including receptionists, kitchen staff, and office employees.
- Monitoring employee performance and conducting regular evaluations to help improve customer service.
- Collecting payments and maintaining records of budgets, funds, and expenses.
- Welcoming and registering guests once they arrive.
- Resolving issues regarding hotel services, amenities, and policies.
- Organizing activities and assigning responsibilities to employees to ensure productivity.
- Creating and applying a marketing strategy to promote the hotel's services and amenities.
- Coordinating with external parties, including suppliers, travel agencies, and conference planners.
- Evaluating hotel performance and ensuring compliance with health and safety rules.
- Partaking in financial activities, including establishing room rates, setting budgets, and assigning funds to departments

EDUCATION AND TRAINING

Higher secondary school certificate

nirmala higher secondary school nilambur [2016 – 2018]

City: Kerala

Country: India

Field(s) of study: Arts and humanities

Secondary school certificate
Government of Kerala [2014 – 2015]

City: Kerala
Country: India

diploma in indian and foreign accounting
sree sankarajarya computer institute

City: kerala
Country: India

LANGUAGE SKILLS

Mother tongue(s): **Malayalam**

Other language(s):

English

LISTENING C1 READING C1 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Hindi

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Arabic

LISTENING A2 READING A2 WRITING B2

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Excel / Microsoft Word / Outlook / Microsoft Office / Microsoft Powerpoint / Zoom / Instagram
/ Google Docs / Power Point / Google Drive

MANAGEMENT AND LEADERSHIP SKILLS

Strong decision-making skills

Communication skills

Time management skills

Good problem-solving skills

sales and marketing

DRIVING LICENSE

Indian

[2018 – Current]

light vehicle (B-A-C)

HOBBIES AND INTERESTS

Playing football

Internet browsing

Travelling
