



# SHYAMJITH SAJAYAN

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**Visa Status**

Visit Visa

**Experience****STOREKEEPER****KALYAN SILKS, KASARAGOD**

May 2024 - Oct 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.

**DATA ENTRY & ACCOUNTS****ARSHA MEDICAL. KASARAGOD**

OCT 2022 – MAR

2023

- Managed Supported senior accountants in managing daily accounting operations including journal entries and bank reconciliations.
- Handled data entry task, maintaining and organized and up-to-date financial database.
- Collaborated with the tax team to gather information for tax filling and compliance purpose.
- Possessed 6 months of experience in data entry and administrative duties.
- Demonstrated proficiency in Microsoft office suite, especially excel spreadsheet

**Education**

SEPT 2022 –SEPT 2023

**DIPLOMA IN COMPUTER APPLICATION**

- \* Graduated in Computers

2020 – 2022

**KERALA HIGHER SECONDARY BOARD OF EXAMINATION**

- \* Graduated in Science

2018 – 2019

**SSLC KERALA PUBLIC EXAMINATION BOARD.**

- \* Graduated

**About Me**

To secure a challenging position in a reputable organization where I can leverage my qualifications and experience to perform my duties efficiently. I aim to contribute to the company's success while continuously developing my professional skills and advancing my career in a dynamic and growth-oriented environment.

**Skills**

- Microsoft
- Office(Excel, word)
- Resilient
- Trustworthy
- Creative
- Independent
- Competent
- Tech-Savvy
- Proficient in Tally ERP9 & Prime
- Proficient in Peachtree
- Proficient in Teadeasy
- Proficient in QuickBooks

**Languages**

- English
- Malayalam
- Hindi

**Hobbies**

- Music