








# SHIJIL SUBRAMANI

Administrator

 Male  
 05/06/1988  
 ssshijil4@gmail.com  
 0568628498  
 Al Karama, Dubai

## INTERESTS

I like cricket, music..

## OBJECTIVE

To be a part of dynamic environment, to introduce innovative ideas and to be a result oriented professional in a reputed company where my creative skills are best utilized.

## SKILLS


**Language:**  
English, Malayalam, Tamil

**Computer:**  
Word, Excel, Powerpoint, Tally Prime, Adobe Photoshop, Coreldraw.

## REFERENCES

Reference available on Request.

## EDUCATION

 **Bharathiar University**, B.com, Commerce  
May 2014 - June 2017  
Accounting, Commerce and Economics.

## HONORS & AWARDS

**2005:** Gift was awarded as "The Institute with Best Technology Utilization in Higher Education".

## CERTIFICATIONS

**2016:** Completed a Diploma course in Graphic Design and received a certificate.

## WORK EXPERIENCE

 **Homecentre Landmark Group**, Sales Associate

AUGUST 2023 -

- \* Serves customers by helping them select products.
- \* Drives sales through engagement of customers, suggestive selling, and sharing product knowledge. Greets and receives customers in a welcoming manner.
- \* Responds to customers' questions. Directs customers by escorting them to racks and counters. Provides outstanding customer service.
- \* Documents sales by creating or updating customer profile records. Manages financial transactions.
- \* Processes payments by totaling purchases, processing checks, cash, and store or other credit and debit cards.
- \* Alerts management of potential security issues. Assists with inventory, including receiving and stocking merchandise.
- \* Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.

## ADDITIONAL INFORMATION

Passport No : W5536633  
Passport Validity : 16/11/2032  
Nationality : Indian  
Visa Status : Employment Visa

### **Bigwig Marketing Management**, Relationship Officer

MARCH 2023 - APRIL 2023

- \* Develop and maintain professional understanding of customer base to assist current relationships.
- \* Perform as key contact for selected customer relationships. Initiate apt activities to ensure on time and scheduled response to customers.
- \* Provide securities details, quotes and valuations to customers.

### **Tangen Labs**, Accounts / Operations Manager

APRIL 2018 - DECEMBER 2022

- \* Manage all accounting transactions.
- \* Prepare budget forecasts.
- \* Publish financial statements in time.
- \* Handle monthly, quarterly and annual closings.
- \* Reconcile accounts payable and receivable.
- \* Ensure timely bank payments.
- \* Ensure all operations are carried on in an appropriate, cost-effective way.

\* Purchase materials, plan inventory and oversee warehouse efficiency.

\* Recruit, train and supervise staff.

\* Find ways to increase quality of customer service.

### **Pranavam & Pranavam Advertising**, Office Administrator

APRIL 2014 - MARCH 2018

- \* Preparing Invoices.
- \* Follow up with clients for payments.
- \* Handling Petty cash.
- \* Coordinate office activities and operations to secure efficiency and compliance to company policies.
- \* Supervise staff and divide responsibilities to ensure performance.
- \* Manage travel arrangements / appointments etc., for the upper management.
- \* Manage phone calls and correspondence (e-mail, letters, packages etc.,)

### **Hotel Ranjith (3 Star)**, Front Office Manager

JULY 2009 - FEBRUARY 2014

- \* Train, supervise and support office staff, including receptionist, security guards and call centre agents.
- \* Schedule shifts.
- \* Ensure timely and accurate customer service.
- \* Handle complaints and specific customer's request.