

SURAJ SIVARAJAN

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Visa Status: Visit visa



Career Objective

To secure a position where I can efficiently contribute my skills and abilities to the growth of the organization and build my professional career.

Professional Experience

Earth Super Market L.L.C (UAE)

June 2020-June 2022

**Designation: Sales Merchandiser (Section in charge)
And Online Picker**

Spinneys Dubai LLC (UAE)

Oct 2015-Aug 2018

**Designation: Sales Merchandiser in F & V section
Duties & Responsibilities**

- Treat the customers well with good customer service.
- Follow the Layout and Merchandise the Products
- Checking the expiry and shelf age properly.
- Organizing and storing received items in appropriate areas.
- Make sure the quality of goods.
- Convincing the customer about our product or service and make sale.
- Pricing for Products or Services.
- Answer for Enquiries and make Quotations by considering business and market environment.
- Follow the strategy of FIFO and LIFO System.

Friendship Machinery & Equipment

Rental LLC, RAK

Jul 2011- Dec 2014

Designation: Accounts Assistant

UGA Manufactures & Distribution, India

Dec 2018-Sep 2019

Designation: Accounts Assistant

Lassa Ice-cream Company, India

Jul 2007-Jun 2009

Designation: Accounts Assistant

Duties & Responsibilities

- Manage all accounting transactions.
- Entering and posting of entries.
- Bookkeeping and maintain proper accounting records.
- Documents financial transactions by entering account information
- Preparing payroll and Remuneration Scheme.
- Preparing Bank Reconciliation Statements.
- Preparing Cash Flow Statements and Budgets.
- Handle monthly, quarterly and annual closings.
- Conduct market research programs.
- Taking measurements and prepare invoices.
- Make necessary follow up with customers and suppliers.
- Maintains customer confidence and protects operations by keeping financial information confidential.

Central ITC, India
Designation: Instructor

Aug 2009-May 2011

Educational Credentials

B.com with Co-Operation from Kerala University, India in 2005.

Plus Two from Board of Higher Secondary Examinations, Kerala, India in 2002.

Technical skills

MS Office, DTP, Photo shop

Tally ERP9, 8.1

Window 7, 10, Vista

Internet and E-mail experience connected with E-Business & E-Marketing Sector

Personal Profile

Nationality : Indian

Date of Birth : 2 Mar 1983

Sex : Male

Marital Status : Married

Passport No : S 5154160

Languages known : English, Hindi, Tamil and Malayalam

Declaration

I hereby declare all the above details are true and correct to the best of my knowledge and belief.

SURAJ SIVARAJAN

Date:

Place: