

# **SURAJ SIVARAJAN**

**Mobile:+971 556439143**

**:+919895131200(india)**

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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: