



NIDHIN SHAJI JOHN

WORK EXPERIENCE

SALES EXECUTIVE

BAJAJ MOTORS PVT LTD | KERALA | INDIA | FEB 2021-OCT 2022

Duties and Responsibilities

- Greeting customers discussing their needs and advising on the most suitable vehicle.
- Showing customers the vehicle that are available and describing their features
- Arranging test drives and accompanying customers on them.
- Updating customers about the progress of their order.
- Organizing newspaper advertisements and other publicity.
- Discussing and arranging finance packages, following strict rules set by the financial authority.
- Inspection vehicles that have been brought in for sale or part-exchange, checking milage, service records, body work and general condition and negotiating a trade in or purchase price

ACCOUNTANT

AL MANAMA SUPERMARKET PVT LTD | KERALA | INDIA | FEB 2020-DEC 2021

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly transactions.
- Reconcile accounts payable and receivable.
- Report on the company's financial health and liquidity.
- Ensure timely bank payments.
- Manage Balancesheets and profit/loss statements.
- Conduct databases backups when necessary.

INTERN

FINSERVE PVT LTD | MUMBAI | INDIA | 6 MONTHS

Duties and Responsibilities

- Provide support to credit analysts.
- Analysis of financial information.
- Prepare financial and collateral analysis and narration in loan review
- Monitor individual loans and compile periodic reviews and analysis
- Assist with credit presentations.

ACADEMIC BACKGROUND

B.com in Computer Application | University of Kerala | June 2016-Sept 2019

FATIMA MATA NATIONAL COLLEGE, KOLLAM, KERALA

PROJECTS AND TRAINING

- Responsible for developing and maintaining an organization's system
- Company profit and loss management
- Store and organising data for companies
- Implementing safety of stored data

Commerce Computer Application | HSE | 2014

ST. EPHREMS HSS, KOTTAYAM, KERALA

DECLARATION

I HEREBY DECLARE THAT THE STATEMENT MADE ABOVE TRUE, TO THE BEST OF MY KNOWLEDGE AND I BEAR THE RESPONSIBILITY FOR THE PARTICULARS

NIDHIN SHAJI JOHN

CAREER OBJECTIVE

Secure a responsible career opportunity to fully utilize my trading and skills, while making a significant contribution to the success of the company.

PERSONAL DETAILS

- DOB : 27/12/1997
- Nationality : INDIAN
- Marital Status :MARRIED
- Phone: +971582296245
- Location: Al hudaiba, Dubai
- Email: nidhinshaji62@gmail.com

PROFESSIONAL SKILLS

- Effective Communication
- Organizational Behaviour & Development
- Empathy and Emotional Intelligence
- Teamwork
- Stress and Time Management
- Problem Solving
- Strategy and Innovation

LANGUAGE

- English
- Malayalam
- Hindi
- Tamil

TECHNICAL SKILLS

- Microsoft Office
- Tools : Canva, Photoshop
- Tally, Quickbooks