



Contact

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Email

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Address

Cheruthuruthy P.O

Pin : 679531

Thrissur

Education

2014

Bachelor of commerce

University of calicut

Expertise

- Ms office, Excel , word
- Tally Erp 9
- Accounting software knowledge
- Oracle E business suit
- Vynamic FCx compact
- Fast learning
- Data analysis
- Managing skill
- Problem solving

Language

| | | |
|-----------|-------------|------|
| English | <div></div> | 80% |
| Hindi | <div></div> | 70% |
| Arabic | <div></div> | 45% |
| Tamil | <div></div> | 90% |
| Malayalam | <div></div> | 100% |

Sreejith Ps

Energetic administrative professionals with 8+ years experience in operational and strategic experience in Human Resources management and office administration. A proactive administrative professional handling man power planing and acquisition,Dailyoperations,Training and development,performance management and employee relations.

Experience

○ 2021-2024

Woqod(Qatar Fuel)| Qatar, Doha

Shift Leader/Shift in Charge

- **Role:** A supervisory position responsible for managing staff and ensuring smooth daily operations during a specific shift.
- **Key Responsibilities:**
 - a. **Customer Service Management:**
 - Ensure customers are attended to promptly and courteously.
 - Address and resolve customer complaints or issues.
 - b. **Staff Supervision:**
 - Monitor employees' performance (e.g., pump attendants, cashiers).
 - Assign tasks and break schedules.
 - c. **Inventory Oversight:**
 - Track fuel stock levels and ensure timely refueling orders.
 - Monitor and manage convenience store stock (if applicable).
 - d. **Safety and Compliance:**
 - Enforce safety protocols (e.g., fire safety, handling fuel spills).
 - Ensure adherence to legal and company standards.
 - e. **Cash Handling and Reports:**
 - Manage till operations, reconcile cash at the end of the shift, and submit accurate reports.

○ 2018-2019

Global Suzuki | Palakad

Accountant and Sales executive

- An **Account Executive** at a global company like Suzuki typically plays a key role in managing client relationships, overseeing sales operations, and ensuring customer satisfaction. Below are the common responsibilities of an Account Executive in such a setting:
- **Key Responsibilities**
- **Client Management:**
 - Build and maintain strong relationships with existing clients.
 - Understand client needs and offer tailored solutions.
- **Sales and Revenue Growth:**
 - Drive sales efforts to meet or exceed targets.
 - Negotiate contracts and close deals with clients.
- **Account Strategy:**
 - Develop strategic account plans to grow revenue.
 - Collaborate with internal teams (marketing, etc.) to align on strategies.
- **Reporting and Analysis:**
 - Track account performance and sales metrics.
 - Provide regular reports and forecasts to management.
- **Customer Support:**
 - Ensure customer satisfaction by resolving issues promptly.
 - Coordinate with after-sales teams for service support.
- **Brand Representation:**
 - Represent the company in meetings, trade shows, or client visits.

Declaration

I hereby declare that the information provided above is true to the best of my knowledge and belief.

O 2015 - 2017

Accountant

Lamiya Silks | Malappuram , Tirur

An accountant in a textile shop typically handles financial tasks related to the business, ensuring smooth operations and compliance with regulations. Their responsibilities may include:

- 1.**Bookkeeping:** Keeping track of sales, expenses, and purchases. This includes maintaining accurate records of all transactions, including inventory management and sales invoices.
- 2.**Inventory Management:** Monitoring stock levels, including raw materials (like fabrics) and finished products. They may also be involved in stock audits and ensuring accurate valuation of inventory.
- 3.**Payroll:** Managing salaries and wages for employees, ensuring timely payments, and calculating deductions such as taxes or provident fund contributions.
- 4.**Tax Compliance:** Ensuring the business complies with tax regulations. This includes preparing and filing tax returns, including sales tax, income tax, and other relevant taxes.
- 5.**Financial Reporting:** Generating financial statements, including profit and loss statements, balance sheets, and cash flow reports. These reports help the shop's management make informed decisions.
- 6.**Budgeting and Forecasting:** Preparing budgets for various departments or for the overall business and forecasting future financial performance.
- 7.**Managing Accounts Payable/Receivable:** Keeping track of amounts owed by the shop to suppliers and amounts customers owe for goods purchased.

टिप्पणी / OBSERVATION

विविध सेवा / MISCELLANEOUS SERVICE

पिता / कायदा अधिभारक का नाम / Name of Father / Legal Guardian

SASI POOVATHINGAL SUBRAMANIAN

माता का नाम / Name of Mother

SASIKALA SASI

पति या पत्नी का नाम / Name of Spouse

पता / Address

POOVATHINGAL HOUSE, NEAR KERALA KALAMANDALAM

CHERUTHURUTHY PO, THRISSUR

PIN: 679531, KERALA, INDIA

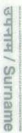
पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाइल नं. / File No.

C05068764412715

N3006834

राष्ट्र / Type **P** राष्ट्र कोड / Country Code **IND** पासपोर्ट नं. / Passport No. **N3006834**



POOVATHINGAL SASI

दिया गया नाम / Given Name(s)

SREEJITH

राष्ट्रीयता / Nationality

Sex /

Date of Birth

INDIAN

3

17103/1994

जन्म स्थान / Place of Birth

WADAKANCHERY, KERALA

जारी करने का स्थान / Place of Issue

COCHIN

जारी करने की तिथि / Date of Issue
समाप्ति की तिथि / Date of Expiry

22/09/2015

21/09/2025

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N3006834<9IND9403176M2509219<<<<<<<<<<<<<<<<<2