



## Contact

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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.