



Sanu Mon RK
Al Nahda 2
Dubai, United Arab Emirates
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☐ Personal Profile

An experienced professional in the field of office administration and Customer Service. A young team player interested in utilizing his skills and knowledge in meeting the challenges of real life projects. A responsible executive interested to work in an environment that provides a good exposure for a fruitful and challenging career.

☐ Educational Qualification

- | | |
|-------------------------------|--------------------------------------|
| <input type="checkbox"/> Bcom | Bachelor of Commerce |
| <input type="checkbox"/> DCA | Diploma In Computerized Accounting |
| <input type="checkbox"/> HSC | Higher Secondary School |
| <input type="checkbox"/> SSLC | Secondary School Leaving Certificate |

☐ Additional Skills

- ☐ Excellent command of written and spoken English, Hindi and Malayalam With very good Interpersonal skills
- ☐ Hard working and self motivated
- ☐ Co-Operative and sociable
- ☐ Good presentation & communication skills

☐ Organizational Experience

Dec 2017 To July 2022 - Accounts Assistant ,Office Administration and Customer Service in FMCG Firm in Kerala, India

- ☐ Performing book keeping tasks such as invoicing, monitoring accounts receivable, and budget tracking.
- ☐ Purchases/stocks products in bulk quantity from the manufacturer and distribute/sell them to retailers in small quantity.
- ☐ Maintains products stock and the requirement of outlets are managed through their own stock.
- ☐ Expands the retail market as well as the retail penetration of various products.
- ☐ Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- ☐ Supervise members of the administrative staff, equally dividing responsibilities to improve performance
- ☐ Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos etc.

Feb 2014 To Oct2017 - Outlet Supervisor in All Day Minimart (DIFC Freezone,Dubai UAE)

- ☐ Manage retail staff, among which includes people working on the floor, and the cashiers
- ☐ Make sure pricing is correct, Work on store displays
- ☐ Maintain inventory and ensure items are in stock
- ☐ Analyze financial statements in order to enhance profit making opportunities
- ☐ Addressing customers' requests, comments, and complaints.
- ☐ Utilize computers to record sales figures, for data analysis and forward planning

March 2010 To Jan 2014 - Territory Sales Officer Idea Cellular Ltd

- ☐ Maintaining and increasing sales of your company's products
- ☐ Establishing, maintaining and expanding your customer base
- ☐ Monitoring your team's performance and motivating them to reach targets
- ☐ Keeping up to date with products and competitors
- ☐ Recruiting and training sales staff

Technical Skills

☐ Packages

- ☐ Ms Office
- ☐ Ms Word,
- ☐ Ms Excel,
- ☐ PowerPoint
- ☐ Tally
- ☐ Peachtree and Wings

☐ Personal Details

Name	: Sanu Mon RK
Father's Name	: Kunji Krishnan
Nationality	: Indian
Passport No	: W2846374
Expiry Date	: 09-08-2032
Visa Status	: Visiting Visa (90 Days)
Date of birth	: 8-12-1987
Age	: 35
Marital status	: Married
Sex	: Male
Languages Known	: English, Malayalam, Hindi

☐ Declaration

I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.

Sanu Mon RK

Date:

Place: