LIJIN CHERAMPALLIL VARGHESE

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CAREER OBJECTIVE

To find an exciting and challenging career opportunity with an organization of repute where I can create value through my experience, knowledge and contribute towards the organizational growth.

PROFILE SUMMARY

MBA graduate, over 3 year and 6 months of experience. I am result driven professional who is passionate to go the extra mile and deliver quality projects. Ability to acquire new skills within short time scales, highly capable, committed to meet deadlines with exceptional skills in services & operations.

PERSONAL INFORMATION

Gender	:	Male
Date ofBirth	:	08 January1995
MaritalStatus	:	Single
Nationality	:	Indian
Languages known	:	English, Malayalam, Tamil
Driving License	:	India
Passport Number	:	N7903003

CORE COMPETENCIES

- AccountingSkills.
- Tally - ERP9.
- Perfect ITknowledge.
- Innovative & Fast learner.
- Punctual, hardworking andwilling to acceptresponsibility.
- Photoshop.
- Ability to work under pressure to meetdeadlines.
- Time management skill.
- High learning acumen&adeptat usingtechniques.
- MSOffice.

SCHOLASTIC RECORD

CERTIFICATION	UNIVERSITY / BOARD	YEAR
MBA (Logistics and Supply Chain Management)	Madurai Kamaraj University, Kerala, India	2017
Bachelor of Commerce	Mahatma Gandhi University, Kerala, India	2015
Higher Secondary Education	Kerala State Board	2012
Secondary Education	Kerala State Board	2010

WORK EXPERIENCE

Safari Mall, Sharjah, UAE, as Cashier.
(May 2019 – Feb 2020)

- Greet customers when entering and leaving thecounter.
- Pleasantly deal with customers to ensuresatisfaction.
- Handle cash, credit or check transactions withcustomers.
- Scan goods and collectpayments.
- Ensure pricing iscorrect.
- Issue changes,receipts,refunds, ortickets.
- Redeem stamps andcoupons.
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequatechange.
- Make sales referrals, cross-sell products and introduce newones.
- Resolve customer complaints, guide them and provide relevantinformation.
- Keep reports oftransactions.

Gino Enterprises, Kerala, India, as Inventory Controller.
(January 2017 – September 2018)

- Perform counts and ensure all inventory is accounted for and reported according to company policy.
- Maintain adequate inventory levels to meet customerdemand.
- Investigate and correct discrepancies in reported quantities and locations of allinventory.
- Assess inventory output on a daily, weekly, or monthly basis to identify trends inproductivity.
- Monitor delivery schedule and customerorders.
- Place and receive orders in a timely and accuratemanner.
- File claims when defective products areidentified.
- Co-ordinate with customer service and logisticsdepartment.
- Check date-sensitive products for expiration and facilitate removal or transfer of product as needed.
- Establish trusted relationships with suppliers to ensure quality service and cost-effectivedeals.

AVG Motors Ltd., Kerala, India, as Customer Relation Officer.
(Dec 2015 – Dec 2016)

- Meeting and communicate with clients to discuss and identify theirrequirements.
- Writing clientreports.
- Deal with TechnicalSales.
- Clientmanagement.
- Ensuring that communication flows effectively.
- Helping develop workable budgets andplans.
- Maintains communications with appropriate agency and client personnel to ensure that assigned work is handled in a positive, timely and efficientmanner.
- Handles assigned work requests in efficient, timelymanner.
- Good communication with managerial and team buildingcapabilities.

DECLARATION

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

Lijin C. Varghese