



NASIRUDHEENSHA MALLIYEPIL

ABUDHABI, UAE

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Summary

Worked as an Administrative Assistant in a supermarket, Kerala. Provided Administrative support to ensure efficient operation of office. Demonstrated history of working in the Retail and marketing industry

Strengths

Knowledge of IBM

Flexibility and
comprehensive problem
solving ability

Forecasting

Strong Negotiations and
Reverse Auctions

Auditing

Leadership

Supplier

Evaluation

Sourcing and Budgeting

Experience

MR FOOD SUPERMARKET, EDARKODE

Kerala

Assistant Accountant cum data entry operator

Sept 2017-
Nove2019

Responsibilities

- Receiving / scanning the consignment stock from our principle companies, Check products for Defects and Accuracy.
- Prepares Purchase Invoices.
- Completing all GRN Process and posts the DO's in the system.
- Prepares the transfer out voucher and send the stocks to other department.
- Reports damaged and expired items in accordance with company procedures & prepares store issue voucher.

HINDUSTAN INTERNATIONAL FURNITURE-EXPO

Data entry operator Cum Assistant Accountant

June 2016-
August 2017

Responsibilities

- Encourage Exhibitors to attend the Event.
- Spent time to researching for exhibitors to understand their needs
- Promotion and Marketing of event
- Recording Feedback receive from Exhibitors.
- Made on the official stand application/Contract form.
- Make a contract with exhibitors constantly.
- Record daily financial Statement
- Maintain updated records of participates,

Passport And Visa Details

Passport Number – S8915410

Passport Expiry – 17 Dec 2028

Visa Type - Visit Visa

Visa Expiry - 25 FEB 2022

Available to Join-
Immediately

Language

English - Read /Write /Speak

Malayalam - Read /Write /Speak

Arabic - Read /Write

• **Personal Details**

Date of Birth: **16-01-1996**

Marital Status: Single

Nationality: Indian

• **Professional Skills**

TALLY ERP9

MS OFFICE

OS & SOFTWARE INSTALLATION

OPERATING SYSTEM (WINDOWS XP, 7, 8,10)

ELECT WELL PLUS

*Accountant And
Administration
Assistant*

*Dec 2019-
Feb 2021*

Responsibilities

- *Identifying and reducing Business expenses to increase profit*
- *Recording of All financial transactions, including records of Purchase, Sales, Receipts and Payment*
- *Increasing customer Demand and Stimulating Sales*
- *Make documents to submit Goods and services Tax department*

Education

BACHELOR OF COMMERCE (CO-OPERATION) University of Calicut,	2016
SECONDARY EDUCATION GOV: OF KERALA	2013
SSLC BOARD OF EXAMINATION, KERALA	2011