



Jifthiyas K N

Accounts /Sales Professional

Reliable and result oriented professional with a distinguished career trail of **10 years** in **Sales and Accounts** in reputed Corporate background of **Chemical IT, Retail industry**. Trained to meet the schedules and relentlessly performing. Hold a **Diploma in Travel and Tourism**.

Core competencies include:

- Accounts payable and receivables
- Store operations
- General Administration and Liaison with government authorities
- Sales and Customer services
- Merchandising
- Client Relation

Contact. No:

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Email :

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Present Address:

**M45 mussafah , Sanaiya
, Opposite dragon Mall ,
Abu Dhabi, United Arab
Emirates.**

Personal Data:

Date of Birth:

- 03-11-1984

Gender:

- Male

Nationality :

- Indian

Language Efficiency:

- English, Hindi,
Malayalam,Tamil

Marital Status:

- Single

Career Graph

Accounts Assistant (Temporary)

March 2020 – Present

Beam of Emirates Transporting, Abu Dhabi

- Reconciliation of financial accounts.
- Preparation of client invoices and receivables records.
- Data processing, recording & updating ledger and preparation of weekly/monthly reports for the management.
- Managing debtors and collection of payments.
- Maintaining internal database with accurate information.

Accounts Assistant

Aug 2014 – June 2019

Silverline Fertilisers Pvt Ltd,Kochi

- Preparing and issuing invoices to clients.
- Receive, store and issue supplies and maintain the stock ledger.
- Collecting cheques and DDs from clients; Preparing and maintaining monthly and weekly collection report.
- Initiating payments and transfer on company behalf and maintain reports in Tally.
- Reconciliation of account statements.
- Liasoning with the government officials for license amendments relating to new products.

Store Manager

May 2012 – July 2014

Blue Jeans Men's Wear Shop,Kochi

- Responsible for day to day operations of the store.
- Preparing promotional displays and materials.
- Stock, replenish and organize inventory.
- Maintain accurate and attractive merchandising display.
- Provide outstanding customer service and assistance.
- Handled accounts and purchase responsibilities.

Sales Promoter

Jan 2010-April 2012

VIP Bags and Accessories – Reliance Trends, Kochi

- Greeting customers, responding to queries and explain about the products.
- Achieved the weekly and monthly sales targets.
- Introducing promotions and offers to customers.

Sales Executive

Oct 2008-Nov 2010

Leader Agencies Furniture,Kochi.**Sales Executive**

Mar 2007-Oct 2008

Online PC Essentials,Kochi**Customs House Agent**

April 2005-May 2006

Sithara Shipping Ltd.**Educational Summary**

- **Diploma in Travel and Tourism** – IATA, Kochi 2005
- **Higher Secondary Education** ,Santa Cruz H.S.E,Kochi(2002-2003
- **Class 10**,St.Joseph High school,Kochi- 2001

IT Skills

- MS Office (Word, Excel, Powerpoint and Outlook)
- Tally ERP 9.11

Passport Details

Passport no	:	M2806766
Place of Issue	:	Cochin
Date of Issue	:	16/10/2014
Date of Expiry	:	15/10/2024
Visa Status	:	Visit Visa

Declaration

I hereby declare that the above mentioned details are true and correct to the best of knowledge and belief

Place: Dubai**Date:****Jifthiyas K N**