



JASIR K A

Seeking a challenging position in organization. where my skills and knowledge can be best utilized and where i can turn my knowledge and skills into value in becoming an asset for the company.

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📞 971508003916

📅 23 March, 2000

EDUCATION

Bachelor of Commerce Rabindranath Tagore University

2018 - 2021

India

WORK EXPERIENCE

DATA ENTRY / PURCHASE / BILLS RECEIVER

Pulikottil Hypermarket

2020 - 2021

Kerala, india

Achievements/Tasks

- Building relationships with new customers and distributors.
- Handle everyday's supplier tasks data entry, updating bill payments and making reports as the requirements.
- Maintaining good business relationship with existing suppliers & clients.
- Deals with customer feedback, enquiries, complaints, and refunds.
- Deals with Suppliers & customer feedback, enquiries, complaints, and refunds.
- Participating in meetings with the organisation's board of directors.

Event coordinator

Karamal catering & Event management

2019 - 2020

Kerala, India

Achievements/Tasks

- Establishing and maintaining relationships with vendors and venues.
- Planning event details and aspects, including seating, dining and guests.
- Creating reliable financial reports and collecting payments on time.
- Remaining under budget with all costs.
- Managing events and addressing potential problems that may arise
- Maintaining a working knowledge of the complex needs of a wide variety of events.

SKILLS

Customer service

Responsibility

Listening

Strong Work Ethics

Team work

Multitasking

Presentation

Time management

Problem solving

VOLUNTEER EXPERIENCE

Volunteering to fight COVID -19

- Kadangode Grama Panchayath

DONOR

- Blood bank - Kerala Janakeeya Arogya Samithi

VACCINATION DETAILS

covishield (06/2021-09/2021)

VISA STATUS

Tourist visa

Valid until 16/04/2021

LANGUAGES

English

Professional Working Proficiency

Malayalam

Full Professional Proficiency

Hindi

Limited Working Proficiency

INTERESTS

Volunteering

Traveling

Music

Television

Photography

Fishing