



JIJEESH P



 jithujithjh@gmail.com

 Dubai, UAE

 +971562795531

PERSONAL DETAILS

Date of Birth :14/06/1992

Gender :Male

Marital Status :Married

Nationality :Indian

Visa Status :Visiting Visa

Expiring date :20/05/2022

PASSPORT INFO

Passport no : N1215044

Date of Issue : 14/08/2015

Date of Expiry : 13/08/2025

Issue of Place : Malappuram

CAREER OBJECTIVES

To become a part of your reputed organization and serve you with my best of knowledge and skills any work being provided to me related to my area of work to your expectations to your utmost satisfaction

EXPERIENCE

JUNE 2019-DEC 2021/ ACCOUNTING AND FINANCE

KNR Marbles and Granites Ayankalam Kuttippuram

Main duties performed

- Manage all accounting transactions
- Publish financial statements in time
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Report on the company's financial health and liquidity

APRIL 2017-MAY 2019/ ACCOUNTING AND FINANCE

Khamiz and Aziz Traders Pvt Ltd Baraka Oman

Main duties performed

- Manage all accounting transactions
- Publish financial statements in time
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Report on the company's financial health and liquidity

OCT 2015- MAR 2017/ SALES EXECUTIVE

Marble Land Changaramkulam

Main duties performed

- Meeting and greeting customers and making them feel happy
- Devising and implementing the organization's sales strategies
- Finding new channels for selling and distribution of products
- Building relationships with new customers and distributors
- Maintaining good business relationships with existing clients
- Deal with customer feedback, enquiries, complaints

JUNE 2013-AUG 2015/ MARKETING EXECUTIVE

Regal Gold & Diamond Edappal

Main duties performed

- Developing marketing plans to different products and services
- Selling of products/services using well manner
- Developing positive business and customer relationship
- Conceiving and improving marketing strategies
- Reach out to customer leads through followups
- Creating encaging and grammatically correct marketing collaterals

EDUCATION

Course	University/Board	Institution	Year of Completion
Diploma in Indian and Foreign Accounting	-	G Tech Education Ponnani	2010
Plus Two	Kerala State	GHSS Thrikkavu	2009
SSLC	Kerala State	AVHSS Ponnani	2007

SOFTWARE SKILL

- MS Office
- MS Word
- Tally

HIGHLIGHTS

- Self Motivated
- Communicative and Negotiative
- Good Customer Base
- Comprehensive Problem Solving Abilities

LANGUAGES KNOWN

- English
- Tamil
- Malayalam
- Hindi

DECLARATION

I hered by that above mentioned details are true and correct to my knowledge and belief.

Place : DUBAI

JIJEESH P

Date : 05/05/2022