

## RESUME/CURRICULUM VITAE

**Name** : **VINAYAK.P**  
**Address** : Palliyalil (House)  
Thrikkanapuram (Post)  
Tavanur  
Malappuram Dt  
679573  
**Phone Contact** : 9745037616  
**Date of Birth** : 04.10.1992  
**Email address** : [shyamvinayak833@gmail.com](mailto:shyamvinayak833@gmail.com)  
**Nationality** : Indian  
**Passport Number** : N1961054, 01.09.2025



## CAREER PROFILE / SUMMARY

To work for an organization, where I can apply my proficiency towards the organizational needs and benefits, and to render professional services for the organization growth and personal skills.

## EDUCATION/ACADEMIC QUALIFICATION

**B.com** (Co-operation) from University of Calicut with an aggregate 51% - 2013

**Plus Two** (Commerce) from Kerala Board of Higher Secondary Examination with an aggregate of 56% -2010

**SSLC** from Kerala Board Public Examination with an aggregate of 60% -2008

## COMPUTER QUALIFICATION

**PG DIFA** (Post Graduate Diploma in Indian & Foreign Accounting) from IPA Chapter Edappal

## EMPLOYMENT HISTORY

**3 years** worked as **Accountant** in Zeenath stationary, crockery & Food item Kuttippuram, Malappuram, Kerala

**3 Years** worked in **Purchasing Department**, Zeenath stationary, crockery & Food item, Kuttippuram, Malappuram, Kerala

**3 years** worked as **Salesman** in Zeenath stationary, crockery & Food item Kuttippuram, Malappuram, Kerala

## **ACHIEVEMENTS /AWARDS**

- Certificate obtained Business Correspondent & Business Facilitator from NSDC (National Skill Development Corporation)
- Participated in School Sports

## **PERSONAL SKILLS**

- Having positive and proactive approach to work.
- Energetic, dedicated and self-motivated.
- Focused and goal oriented.
- Capable of working on own initiative, Excellent analytical and Supervision skills
- Excellent communication and administration skill.
- Efficient, Flexible and willing to work under pressure and accept challenges.
- Enthusiasm to learn.
- Excellent dealings with customers.

## **DUTIES AND RESPONSIBILITIES**

- Provide customers with information on daily deals and discounts
- Assist customers in finding their choice of items or escort them to the right shelves
- Answer customers' queries regarding products and deliveries
- Guide customers throughout the shopping process
- Ensure that any damaged or expired products are reported and removed from shelves
- Perform cashier duties by handling cash, credit and check payments
- Attach pricing labels to items before placing them on shelves
- Ensure that the produce section is replenished with fresh items continuously
- Manage customers' refunds and returns
- Keep a complete track of number and type of sales performed each day
- Arrange delivery of large items to customers
- Ensure that any price changes put on items immediately
- Provide sales training to new hires and assist them during the induction phase

## **DECLARATION**

I hereby declare that all the information given are true to the best of my knowledge and belief.

Place :

**VINAYAK.P**

Date :