



Summary

Worked on department store as a Sales man and a Account Assistant .Usual duties listed on a including maintaining receipts, issuing invoices, replenishing stocks ,doing basic accounting task, reimbursing customers, removing defective or expired items from shelves.

Skill Highlights

- Project Management
- Service -focused
- Strong decision maker
- Complex problem solver
- B2B , SAP worked in fast

Experience

FOCUZ PART MART LTD – EDP ASSISTAT

- Making parts order from warehouse and other outlets under required.
- Purchasing local orders with part number under with vehicle catalog details . Making site visit for detail enquiry.
- Order Spareparts up to date and clearing outstanding stocks.
- Counted and sorted all incoming goods.
- Performed general office and administrative responsibilities, clearing outstanding aging stocks, return damage stock to warehouse.
- Managed invoices, refunds and returns.
- Input sales, purchase and cash transactions, Produced accurate general ledger entries with software.

K.S.R.T.C

- Worked as a mechanic in K.S.R.T.C Regional Workshop in different section (2013-2014)

AL JABER COMPANY LLC

- Currently working in CCTV operator monetarizing cameras.
- Checking mails and given replay, Maintaining staff attendance.
- Making day to day update reports, transfer management information to juniors. Maintain Log books, Data sheet on excel, updating information.
- Making control room data entry jobs, and clearing all files.

Education

- DATA ENTRY AND CONSOLE OPERATION
- MECHANIC MOTOR VEHICEL (MMV)
- PLUS TWO (COMMERCE)
- S.S.L.C

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Place: Abu-dhabi

Your's truly,

Date :

JAYACHANDRAN NAIR C

Contact

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Personal Details

Date of Birth : 16th July 1992

Nationality : INDIAN

Visa Status : Employment

Marital Status : Single

Passport Details

Passport Number : V2890732

Date of Issue : 24/06/2022

Date of Expiry : 23/06/2032

Place of Issue : Abu-dhabi

UAE Driving License Details

Date of Issue : 27/02/2022

Date of Expiry : 26/02/2025

Place of Issue : Abu-dhabi

Languages

ENGLISH , HINDHI ,MALAYALAM ,
TAMIL

Hobbies

Travel, Music, Reading