 **CURRICULUM VITAE ROJI**

**CONTACTS**

**Email :** [**roji-393049@2freemail.com**](mailto:roji-393049@2freemail.com)

**Objective** I am seeking employment with your company where I can use my talents and skills to grow and expand the company. My experience and educational background will help the company to meet and surpass its goals and objectives.

**Languages**

* Arabic
* English
* Hindi
* Malayalam

**Experience**

**DUBAI**

Designation : **Merchandiser (LG)**

Date :October 2011 to September 2018

**Duties and responsibilities**

* Selling, influencing or convincing the customers to buy the products of the particular brand which we are promoting.
* Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person regarding the issues or problems faced by the customers.
* Organizing, planning, and prioritizing work to achieve the desired goals or targets.
* Using relevant knowledge and keeping up- to- date information relating to the field in which we work.

Designation : Merchandiser(NIKAI)

Home appliance department

Date : October 2018 to June 2019

**Duties and responsibilities**

* Selling, influencing or convincing the customers to buy the products of the particular brand which we are promoting.
* Providing information to supervisors, co-workers, and subordinates by telephone, in written form , e-mail, or in person regarding the issues or problems faced by the customers.
* Organizing, planning, and prioritizing work to achieve the desired goals or targets.
* Using relevant knowledge and keeping up- to- date information relating to the field in which we work.

**EXPERIENCE PROFILE**

**Kerala.**

Designation : Audit Assistant Cum Accounts Executive

Duration : Since May 2006 to July 2008

Nature of Duties : Preparation of Financial Statements Preparation of

Audit Reports & E- Filing Internal Auditing .

Designation : Accountant

Duration : Since August 2008 to 2011

Nature of Duties : Preparation of Cash Book & Ledger .

**EDUCATIONAL PROFILE : ACADEMIC QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Exam assed** | **Board/ University** |
| 1. | S.S.L.C | Kerala State Board of Exams |
| 2. | V.H.S.E (Commerce) | Vocational Higher Secondary Board |
| 3. | Bachelor of Commerce  (Co-operative) | M. G University |

**TECHNICAL QUALIFICATION**

1. Computerized Financial Accounting Package (Tally 5.4, 6.3 and 7.2)
2. M. S Office, Internet Access

**PERSONAL PROFILE**

Date of Birth : 20th May 1983

Nationality : Indian

Religion & caste : Christian, Orthodox

Sex : Male

Marital Status : married

**DECLARATION**

I, Roji, hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

**ROJI**