



# ABHIJITH

**Admin / Stores / Back Office Assistant**

Inside UAE on Visit Visa Available for Immediate Joining

## Work History

2024-01 -  
2024-04

### Back Office Executive

*Afcons Infrastructure LTD, Mumbai, India*

- Enhanced inventory management by implementing efficient organizational systems and maintaining accurate records.
- Maintained a clean, safe, and organized store environment for customers and employees through diligent attention to detail.
- Streamlined back office processes by implementing efficient document management systems and reducing manual tasks.
- Enhanced data accuracy in financial reports by conducting thorough analysis and cross-checking of information.
- Assisted HR team in managing employee records accurately, ensuring up-to-date information was readily available for quick decision making.
- Maintained strict confidentiality of sensitive company data by adhering to security protocols and access controls.
- Achieved high levels of accuracy in data entry tasks through close attention to detail and regular quality checks.

## Reference

### Mr. Anup P Bhatia

HR Consultant

Arabian Job Seeker

### Phone

0504753686

### E-mail

[Abhijit@arabianjobseeker.com](mailto:Abhijit@arabianjobseeker.com)

## Skills

Strong interpersonal skills.

Self-confident, motivational & good communication skills.

Willingness to undergo further training on new platforms for better prospects.

Ability to learn quickly and accept new responsibilities.

Leadership skills and able to work as part of team attention to detail remarkably.

## Education

2020-04

### BBA

*NETHAJI MEMORIAL ARTS AND SCIENCE COLLEGE, UNIVERSITY OF CALICUT*

Percentage: 60%

2015-04

### PLUS TWO

*SMHSS AYALUR*

Flexible to any task related to my job and work responsibility.

Hard work and job dedication, confident to achieve responsibility taken.

MS Office

## Languages

MALAYALAM, ENGLISH,HINDI

- Percentage: 60%
- Board: KERALA BOARD

2013-04

### SSLC

*SMHSS AYALUR*

- Percentage: 65%
- Board: KERALA BOARD

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## Areas Of Interest

- Sales and Marketing
- Banking

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## Personal Information

Nationality : Indian

Date of Birth : 05/21/1998

Marital Status : Single

Visa Status : Visit visa

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## Computer Skills

MS Office, Work Excel, Internet Office Applications

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