

**SAJU**

**Email:** **saju-393214@2freemail.com**

**profile**

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encourage and permitted to be an active participant as well vital contribute on development of the company.

**Skills:-**

* Able to work independently or as an integral part of a team
* Having a Friendly and Engaging Personality
* Planning and managing own time and efforts to ensure optimum effectiveness.

**Personal INFORMATION**

Date of Birth : 30-05-1986

Relligion : Hindu

Marital Status : Married

Nationality : Indian

Visa Status : Visit Visa

Language Known : English, Spanish, Hindi Malayalam,Tamil

Blood Group : AB+ve

**EDUCATIONAL QUALIFICATION**

* **B.Com - Calicut University**
* **H.S.C - Kerala State Board**
* **S.S.L.C - Chattisgarh State Board**
* **Certificate Course in Office Management**
* **SAP (SD,MM,FICO,LO),Tally.ERP 9 (Microsoft Office**)

**work experience**

* Worked in **KERALA INDIA** as **Administration Cum** **Operations Executive** (March 2018 – July2019 )
* Worked in West Africa as **Accounts Cum** **Administration Officer**(October 2011 - Jan **2018)**
* Worked as **Clearing and Forwarding agent of** **Hindustan Uni lever limited as Warehouse Planner.( July 2008- March 2011)**

**JOB EXPERIENCE :(KERALA INDIA)-ADMINISTRATION CUM OPERATIONS EXECUTIVE**

* **P Prepare accurate reports for upper management**
* **Co-ordinate and monitor Supply chain Operations**
* **Coordination with Accounting firm for day to day accounting and banking related Transactions**
* **Arranges shipments by examining destination ,route,rate,delivery time,disptaches to carriers**
* **Keeps customers informed by forwarding notices,shipment date and method,and current status ,answering questions**
* **Preparation of PO & Sending it to the suppliers**
* **Customer Service ManagementCcTI**

**JOB EXPERIENCE :(west africa-equatoreal guinea) – ACCOUNTS CUM ADMINISTRATION OFFICER**

* **Managing Day to Day Financial Operations**
* **Sales Management**
* **Cash Management**
* **Supervising invoicing,Responsible for Accounts Receivable and Payables**
* **Reporting and Creation of monthly and annual reports**
* **Maintaining MIS reports**
* **Prepare Financial Reports and bank reconciliations**
* **Answer the Phone Calls and Provide the necessary administrative support to all concerned in the Department**

**JOB EXPERIENCE :(kerala- INDIA)- warehouse planner**

* **Monitor inward and outward movement of stock**
* **Ensure delivery of sales order as per time**
* **Managing of transport,Store Officer,drivers,helper,labors and Security Guard**
* **Developing and confirming distribution schedules and vehicle routes**
* **Prepare Product wise daily and monthly statement and as when required**
* **Co-Ordinate with Sales Department in terms of time and delivery of items**
* **Maintain Petty Cash,Attendance Register ,Stock Register and Vehicle log book**

**declaration**

Here I am kindly declared that the above mentioned details all are true in the best of my knowledge and believe.

Place : **SAJU**