

EHJAS K

Email: hijuijas@gmail.com

Mobile No: + 971 509987667



CAREER OBJECTIVE

I would like a career that gives me rich exposure through assignment and working with people of high caliber. I would constantly look for challenges, which would help me to achieve my professional as well as personal goal.

EXPERIENCE

➤ Organization: NABRAS TEA – Abu Dhabi

Role: café manager

Duration: October 2019 – Current

- Manage day-to-day operations of the cafe
- Hire and onboard new wait staff and baristas
- Train employees on drinks preparation and proper use of equipment
- Coordinate with vendors and order supplies, as needed (like takeaway cups, coffee, milk and other ingredients)
- Maintain updated records of daily, weekly and monthly revenues and expenses
- Add new menu items based on seasonality and customers' preferences
- Advise staff on the best ways to resolve issues with clients and deliver excellent customer service
- Ensure all cafe areas are clean and tidy
- Nurture friendly relationships with customers to increase loyalty and boost our reputation

➤ Organization: DZYN Clothing Pvt. Ltd – India.

Role: Administration Assistant & Accountant.

Duration: 2012 to 2019

- Answering Phone calls
- Arranging meeting and travel
- Managing schedules
- Maintaining filing system
- Support other staff manage their queries
- Email handling
- Perform any other administration duty as may be required
- Assist MD on any kind of requests and resolve in a timely manner. Reading, monitoring and responding to MD's email when needed.
- Preparing correspondence on MD's behalf.
- Delegating work in MD's absence.
- Dealing and handling confidential information and documents.
- Hotel & Travel booking arrangements.
- Dealing with correspondences/letters and corporate documentations.

- Greeting guests and visitors
- monitoring and recording expenditures
- Preparing expense and office budget
- Preparing & Follow up Accounts Payable & Receivable.
- Maintaining records of invoices.
- Handling the Petty Cash
- Assisting Senior Accountant for preparing the Financial reports

ACADEMIC CHRONICLE

QALIFICATIONS	BOARD/UNIVERSITY	SUBJECT	YEAR
High school education	SSLC	COMMON	2009
Higher secondary	National institute of open school	COMMERCE	2012
Graduation	Cv Raman University	BCOM	2017

TECHNICAL SKILL

- MS excel
- MS word
- TRADE EASY
- TALLY & PEACH TREE (basic)

PERSONAL DETAILS

Date of Birth : 6TH JUNE 1993
 Passport No : P6875277
 Driving License. : UAE Valid Driving License
 Nationality : Indian
 Gender : Male
 Marital Status : Single
 Language Known : English, Hindi, Arabic and Malayalam
 Availability : Immediately

DECLARATION:

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

EHJAS K

Date: 18-11-2021

Place: Abu Dhabi