

JITHIN G

Admin Executive / Cashier

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SKILLS

Cash Handling

Excellent

Sales Strategies

Excellent

Client acquisition

Excellent

Account management

Excellent

Sales quota achievement

Excellent

Written and verbal
communication

Excellent

SUMMARY

Strongly focused and reliable Supervisor Retail with an exceptional record of employee team management and customer satisfaction. Adept at handling multiple simultaneous customer service issues with accuracy and professionalism. Skilled in helping to employee conflicts in a beneficial manner for all parties.

WORK HISTORY

SENIOR EXECUTIVE SALES / ADMIN ASSISTANT

STITCHBIRD INDIA PVT LTD

Aug 2019 – Jan 2022

Roles and Responsibilities

- Assist managers in day-to-day coordination and management of business operational activities.
- Ensure compliance with company standards and procedures.
- Coordinate and manage project tasks to ensure project delivery within allocated budget and timelines.
- Build and maintain strong customer relationship through regular meetings and communications.
- Evaluate current operational performance and provide strategic plan for improvements.
- Provide direction and guidance to internal teams to achieve performance targets.
- Follow standard operating procedures for efficient business operations.
- Schedule and coordinate vendors.
- Coordinate and develop training programs and materials.
- Market and promote product and services.
- Develop monthly sales reports

CASHIER

July 2017 – Aug 2019

UNITED FABS

Roles and Responsibilities

- Operated cash register for cash, check and credit card transactions with excellent accuracy levels.
- Calculate and return change when required by payment method
- Maintain adequate change denominations in cash drawer and request additional change
- Process sales transactions
- Reconcile cash drawers and sales receipts
- Accountability and accuracy in reconciling sales receipts
- Provides positive customer experience with fair, friendly, and courteous service
- Resolves customer issues and answers questions.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations
- Contributes to team effort by accomplishing related results as needed.

SOFTWARE

MS OFFICE

Excellent

OIMS

Excellent

LANGUAGES

ENGLISH

Excellent

MALAYALAM

Excellent

HINDI

Good

TAMIL

Good

SALES SUPERVISOR

KHOST HYPER MARKET

Jan 2016 – July 2017

Roles and Responsibilities

- Worked in Khost Supermarket as Operations and sales coordinator.
- Understand customer needs and offer solution and support.
- Organize and coordinate sales representatives schedules.
- Research potential leads from business directories, websearches, or digital resources.
- Recruit, hire, and train new sales representatives.
- Receive and report on all sales leads.
- Supervise sales representatives and assistants.
- Answer potential customer questions and follow up call questions.
- Work with sales team when closing sales.
- Track weekly, monthly, and quarterly performance and sales metrics.
- Meet all sales quotes and goals.
- Assist sales representatives and team to meet and exceed goals.
- Managed inventory in coordination with purchasing and receiving department.

AUDIO ENGINEER

Jun 2012 – Jan 2016

- Kerala State Film Development Corporation; Music Studios
- TCV CHANNEL
- MUSIC STUDIOS
- VIOLINIST

EDUCATION

- Post Graduate Diploma in Audio Engineering IHRD College of Applied science Wadakkumcherry, Palakkad
- Bachelors Degree in Electronics and Telecommunication Prajyoti Niketan College Pudukkad
- Plus Two Chaldean Syrian Higher Secondary School Thrissur
- Matriculation JMJ Emhs School Athani

PASSPORT AND VISA DETAILS

- Passport No :- V 4358750
- Passport Expiry:- 05-01-2032
- Visa Status :- Visit Visa Visa Validity :- 3 months (Upto April 10 2022)
- Availability :- Immediately.

Reference:

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