

SAMROOD TS

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Objective

Aspiring to pursue higher studies at a prestigious European institution to deepen my knowledge and skills, leveraging my diverse professional background and strong academic foundation.

Work Experience

Warehouse Supervisor

April 2023 - Present

Grand Agencies, Ernakulam, India

1. Supervised warehouse operations, ensuring efficiency and accuracy in inventory management.
2. Coordinated logistics and handled shipping and receiving tasks.
3. Managed a team of 10 employees, overseeing performance and providing training.
4. Implemented safety protocols and conducted regular inspections.

Accountant

January 2022 - March
2023

Grand agencies, Ernakulam, India

1. Prepared financial statements, budgets, and reports.
2. Managed accounts payable and receivable, ensuring timely payments and collections.
3. Conducted regular audits and maintained compliance with financial regulations.
4. Assisted in tax preparation and filing processes.

Cashier

January 2016 - March 2018

Grand Agencies, Ernakulam, India

1. Handled customer transactions accurately and efficiently.
2. Provided excellent customer service, addressing inquiries and resolving issues.
3. Managed cash register operations and performed daily reconciliations.
4. Assisted in maintaining store inventory and display.

Education

Graduation

2018 - 2021

Rabindranath Tagore University
Madhyapradesh, India

2013 - 2015

Higher secondary

Holy Mary's College, Ernakulam, India

High school

2012 - 2013

RPMHSS, Ernakulam, India

Skills

1. **Technical Skills:** Proficient in MS Office Suite Word, Excel, PowerPoint, Accounting Software Tally, Inventory Management Systems.
2. **Languages:** Fluent in Malayalam, Proficient in English
3. **Soft Skills:** Strong analytical and problem-solving abilities, excellent communication and interpersonal skills, leadership and team management, attention to detail, and organizational skills.

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.