

AKASH SABU

Chelamattathil House Pariyaram Po Kottayam 686021

Phone - +91 9497570091

Email ID- akashcsabu@gmail.com



Educational Qualifications				
SL NO	TITLE OF QUALIFICATION	NAME OF QUALIFICATION	NAME & PLACE OF UNIVERSITY/BOARD	YEAR OF PASSING
2	POST-GRADUATION	MBA	Bharathiyar University Coimbatore Tamil Nadu	2017
3	DEGREE	B.com	MG University Kottayam Kerala	2015
4	PLUS TWO	Commerce	Board Of Higher Secondary Examination Kerala	2012
5	SSLC	SSLC	Board of Public Examination Kerala	2010

Employment/Work Experience				
SL NO	DURATION OF EMPLOYMENT		NAME & PLACE OF ORGANIZATION	DESIGNATION
	FROM (DD/MM/YYYY)	TO (DD/MM/YYYY)		
<u>1</u>	28/04/2022	Still Working	Reliance Retail Limited Kottayam Kerala	Department Manager
<u>2</u>	06/01/2021	24/04/2022	Dhathri Ayurvedha Pvt Ltd Kochi Kerala	Accounts Executive
<u>1</u>	09/11/2017	24/12/2019	Paragon Polymer Products Pvt Ltd Kanpur Utter Pradesh	JR Accountant

Personal details			
Aadhaar Number:	322246953831		
Date of birth:	23.08.1994	Gender:	Male
Marital status (Married/Single)	Single	Religion:	Hindu
Passport Details			
Passport No:	R 1456757	Date of Issue:	06/07/2017
Place of Issue:	Cochin	Date of Expiry:	05/07/2027

CAREER OBJECTIVE

pursue a highly challenging career in the field of Retail where I can apply my skills, experience, knowledge proficiency, keep pace by acquiring new skills, learning latest technologies, working with team of professionals and contributing towards organization's success

KEY STRENGTH

- Knowledge of the professional office practice and procedure and ability to follow established effectively, performing all given tasks and meeting the deadlines.
- Good communication skill and the ability to maintain a positive relationship with clients and colleagues
- Sincerity, patience and perseverance are integral part of my character, coupled with a sound intellect.
- Service oriented and able to take new challenges
- Team player with strong interpersonal skills
- Ability to Work under Pressure.

SKILLS

- Excellent working knowledge of SAP, Tally ERP9
- Up to date technology expertise
- Problem solving skill
- Time Management
- Confidentiality
- Persuasive speaking skills
- Clear Communication Skills
- Customer Service
- ▪ Attentiveness
- Languages Known's – English, Malayalam, Hindi, Tamil

WORK EXPERIENCE

Organisation	Reliance Retail Ltd.
Role Name	Department Manager
Role Purpose	Responsible for presentation, sales, profitability, visual merchandising, and customer satisfaction of categories/brands in the respective department
Location	Kerala
Business	Fashion & Lifestyle

	Job Responsibilities
Finance	♣ Control inventory level and shrinkage. ♣ Increase margins and minimize expenses. ♣ Achieve higher average transaction value per customer.
Customer	♣ Stores to look as per guidelines. ♣ Ensure that sales team meets customer's need. ♣ Assist customer for location of product, point of purchase and answer questions.
Internal Business Process	♣ Ensure effective stock and visual merchandising. ♣ Monitor sales figure/inventory planning. ♣ Gather consumer data for feedback.

	♣ Adhere to Mock shop guidelines for visual merchandising. ♣ SOP Implementation and Adherence in department.
People/ Learning & Growth	♣ Sales staff are trained and constantly updated. ♣ Product knowledge, brand differentiation. ♣ Recognize and develop talent. ♣ Optimize manpower resource for category. ♣ Functional and behavioural training. ♣ Mentor sales assistance through training and career planning. ♣ Update category and store associates on latest development in new product/brands and presentation/selling technique.

WORK EXPERIENCE

Organisation	Paragon Footwear Pvt Ltd
Role Name	Junior Accountant
Location	
Business	Footwear Manufacture

JOB DESCRIPTION

- Warehouse Billing (Responsible for preparing company's Tax invoice, Delivery challan and EWaybills)
- Dispatch items by examining items, destination, route, rate, and delivery time; ordering carriers
- Maintains customer confidence and Protects operation by keeping pricing, promotion, purchase order, and credit-limit information confidential
- Updating accounts receivable and issue invoices
- Updating accounts payable and perform reconciliations
- Posting and processing journal entries to ensure all business transactions are recorded.
- Prepare and submit weekly/monthly report of stock inwards and out wards
- Arranges Transportation by checking stock to determine inventory levels, anticipating delivery requirements, and placing/expediting orders

Declaration

I hereby declare that the information given in this document is true and correct.

DATE:

NAME: **Akash Sabu**