



USMAN CHOZHI VALAPPIL

My Contact

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Hard Skill

- Retail Management Skill
- E-commerce
- B2B , B2C management
- Money management, pettycash
- Lpo , inventory knowledge

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- University of calicut
Master degree_MA
Completed in 2016
- University of calicut
Batchelor degree_BA
Completed in 2013

Achievements

- Best casheir award 2017-18 carrefour uae
- Academic awards- school and colleges

About Me

I have a clear and logical mind with practical approach to problem solving and a drive to see things through to completion. I posses more than 7 years of experience in retail , management and leading teams across multiple sectors. I am eager to learn I enjoy over coming challenges . and I have a genuine interest in Business Management for making organisations successful

Professional Experience

MAJID AL FUTHAIM

CARREFOUR -UAE

Admin-Finance,Cashier.

2017-2021

Key responsibilities:

- Reviewed general ledger entries and assessed accueacy
- Verified items billed against items received and followed-up with vendors and employees to reconcile variance
- Supported financial and business forecasting through and to facilitate accurate budgeting
- Completed reports detailing financial data for management and stakeholders communicated with suppliers to reconcile invoice payments
- Monitored accounts payable and receivable status and delegated task as needed
- Processed payroll for approximately total employees
- Communicated with vendors and clients to facilitate timely payments and reduce outstanding accounts receivable
- Evaluated employee expense reports and varified accuracy

PEARL REGENCY -INDIA

Front office Assistant

2014-2016

Key responsibilities:

- Greeted incoming customers in a
- professional manner and provided
- friendly knowledgeable assistance
- Coordinated travel accommodations for
- staff and out of town visitors , including
- vouchers , agendas and transportation
- Managed daily office operations and equipment maintance
- Planned travel arrangements for executives and staff

DECLARATION

I hereby declare that all the information mentioned above true in my knowledge and belief.

Usman Chozhivalappil