



CONTACT

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Syamsivan04@gmail.com

Dubai, UAE

EDUCATION

- MBA - Master of Business Administration
University of Mysore- 2015
- B .COM - Bachelor of Commerce
Univeristy of Calicut- 2012
- HSE - Higher Secondary Education
Kerala State Board - 2007

SOFTWARE KNOWLEDGE

- Microsoft Office
- Outlook
- TALLY ERP-9
- Finacle
- Oracle flex cube

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

PERSONAL INFORMATION:

- DOB: 30/08/1990
- Gender: Male
- Marital status: Single
- Nationality: Indian
- Passport No: V 9518036
- Visa Type: Resident Visa

SYAMJITH CS

CARRIER PROFILE

To contribute to the best of my abilities and potential in a challenging work atmosphere. To constantly endeavor towards extending my learning horizon and thereby my contribution to the organization's growth.

WORK EXPERIENCE

HYDROPOWER ENERGY & GENERAL CONSTRUCTION, SP-LLC

Timekeeper August 2024 to present

Al Ain, Abu Dhabi, United Arab Emirates

- Create new reports from the time and attendance system,
- Calculates elapsed time and incentive on each other.
- As necessary, punches operators job cards, checks all labour sheets for accuracy and makes adjustments and/or corrections.
- Watches labour hours during the day to let the Manager know if Indirect hours are running high (set up time and repair)
- Carry out the day to day timekeeping and related administration requirements with in the projects.

REDHA AL ANSARI EXCHANGE, UAE

Customer Support / Transfer Clerk JAN 2020- DEC 2023

Dubai, United Arab Emirates

Customer Support Responsibilities

- Responding to customer inquiries.
- Handling customer complaints.
- Updating customer records.
- Assists customers with solving problems like Transfer issues.
- Communicating customer feedback to management.
- Ensuring customer satisfaction.

Transfer Clerk Responsibilities

- Collect cash, checks, and credit card payments from customers.
- Make change accurately and efficiently.
- Issue receipts to customers.
- Deal with returns and refunds as necessary.
- Maintain cash control over register drawer and verify amounts are correct.
- Answer customer questions as they arise.
- Calculate customer bills through cash register ringing.

INSPIRE DOHA TRADING

Store Keeper cum Cashier (Cashier Supervisor) OCT 2018 - MAY 2019

DOHA, QATAR

- Lead the team for effective management of store operation in receiving, inspection, storage, issuance and transfer of Items as per company policy.
- To follow up overall inventory management.
- Taking physical Inventory once a month to cross check with the monthly Inventory report.
- International and local procurement process of raw materials.
- To ensure recording of the necessary data in ledger and computer on time.

KOSAMATTOM FINANCE

Accounts Executive (Cashier Operations) OCT 2018 - NOV 2019

BANGLORE, KARNATAKA INDIA

- Branch operations and team handling
- Encouraging team members towards business and operations
- Preparing profit and loss accounts
- Preparing trial balance and vouching
- Maintenance of books of accounts.
- Cash management and daily cash transaction, monitoring maintaining and managing general ledger.