

# RESUME

**SHAMINIJ**



**PH: 9072371078**

**EMAIL: [shaminishalu3@gmail.com](mailto:shaminishalu3@gmail.com)**

<b>OBJECTIVE</b>	<b>TO WORK IN AN ORGANIZATION THAT PROVIDES MEAN OPPORTUNITY FOR GROWTH AND SCOPE OF IMPLEMENTING MY SKILLS AND HENCE GIVES MY BEST TO THE ORGANIZATION.</b>																			
<b>CURRENT STATUS</b>	<ul style="list-style-type: none"> <li>• <b>WORKING AS FLOOR STAFF AND VM IN PARIS DE BOUTIQUE, VYTILLA, ERNAKULAM FROM 21<sup>st</sup> OCT 2024 to Till.</b></li> <li>• <b>WORKING AS ASSOCIATE STAFF AND CSA-STORE ADMIN IN RELIANCE TRENDS, RELIANCE MALL, ALAPPUZHA FROM 4<sup>th</sup> AUG 2021 to 19<sup>th</sup> OCT 2024.</b></li> </ul>																			
<b>CURRENT JOB PROFILE</b>	<ul style="list-style-type: none"> <li>• Team Leader</li> <li>• Receiving and counting stocks.</li> <li>• Preparing and maintaining records</li> <li>• Billing and Cash Handling</li> <li>• Back Office Work</li> <li>• Forecasting future sales</li> <li>• Taking care of customer service including handling queries and complaints.</li> <li>• Growing store sales and meeting performance goals.</li> <li>• Visual Merchandise</li> </ul>																			
<b>ACADEMIC QUALIFICATION</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><b>Certificate/ Degree</b></th><th style="text-align: left; padding: 5px;"><b>Institution</b></th><th style="text-align: left; padding: 5px;"><b>University/ Board</b></th><th style="text-align: left; padding: 5px;"><b>YearOf Passing</b></th><th style="text-align: left; padding: 5px;"><b>PercentageOf Mark</b></th></tr> </thead> <tbody> <tr> <td style="padding: 5px;">PLUSTWO</td><td style="padding: 5px;">G H S S,ARAVUKADU</td><td style="padding: 5px;">KERALA UNIVERSITY</td><td style="padding: 5px;">2014</td><td style="padding: 5px;">75%</td></tr> <tr> <td style="padding: 5px;">BA MALAYALAM</td><td style="padding: 5px;">S D COLLEGE</td><td style="padding: 5px;">KERALA UNIVERSITY</td><td style="padding: 5px;">2017</td><td style="padding: 5px;"></td></tr> </tbody> </table>					<b>Certificate/ Degree</b>	<b>Institution</b>	<b>University/ Board</b>	<b>YearOf Passing</b>	<b>PercentageOf Mark</b>	PLUSTWO	G H S S,ARAVUKADU	KERALA UNIVERSITY	2014	75%	BA MALAYALAM	S D COLLEGE	KERALA UNIVERSITY	2017	
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<b>HOBBIES</b>	<ul style="list-style-type: none"> <li>✓ Travelling</li> <li>✓ Listening music</li> <li>✓ Drawing</li> <li>✓ Reading books</li> </ul>																			

<b>IT PROFICIENCY</b>	<ul style="list-style-type: none"> <li>• SAP</li> <li>• Microsoft word</li> <li>• Microsoft Office Excel</li> <li>• Microsoft Office PowerPoint</li> <li>• Adobe Photoshop</li> <li>• Adobe Premiere</li> </ul>																								
<b>EXTRACURRICULAR ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Hand Embroidery and Fabric Painting</li> <li>• Typewriting Lower and Higher</li> <li>• Beauty Therapist</li> </ul>																								
<b>LINGUISTIC PROFICIENCY</b>	<table border="1"> <thead> <tr> <th>Language</th><th>Read</th><th>Write</th><th>Speak</th></tr> </thead> <tbody> <tr> <td>English</td><td>Yes</td><td>Yes</td><td>Yes</td></tr> <tr> <td>Hindi</td><td>Yes</td><td>Yes</td><td>Yes</td></tr> <tr> <td>Malayalam</td><td>Yes</td><td>Yes</td><td>Yes</td></tr> <tr> <td>Tamil</td><td>No</td><td>No</td><td>Yes</td></tr> </tbody> </table>	Language	Read	Write	Speak	English	Yes	Yes	Yes	Hindi	Yes	Yes	Yes	Malayalam	Yes	Yes	Yes	Tamil	No	No	Yes				
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## **Reference**

Mr. Sreejith  
Store Manager  
Reliance Mall, Alappuzha  
Ph:8921154540

Smt. Seema Raj  
Department Manager  
Reliance Mall, Alappuzha  
Ph: 9778258200

## **Declaration**

I hereby declare that all the above mentioned facts are true to the best of my knowledge.

Place:ALAPPUZHA

Date:11-01-2025

**SHAMINI J**

