



SREEJITH P

CONTACT

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TECHNICAL SKILLS

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- Excel
 - Word
 - PowerPoint
 - Email & Business Communication
 - Understanding Of Inventory Or Billing Software (Tally Prime, Zoho Books)

SOFT SKILLS

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- Communication Skill
 - Conflict Resolution
 - Leadership
 - Decision Making
 - Process Improvement
 - Learning From Others

LANGUAGES

-
- English
 - Malayalam
 - Tamil

ASSISTANT MANAGER

PROFILE SUMMARY

A motivated and detail-oriented graduate with strong leadership potential and a passion for operations and team coordination. Eager to begin a career as an Assistant Manager, offering strong organizational skills, a positive attitude, and the ability to learn quickly. Committed to contributing to team success and improving business efficiency through dedication and hard work.

EDUCATION

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- **Association Of Chartered Certified Accountants (ACCA)** 2025
Semi-qualified (9 papers)
 - **Post Graduate Diploma In Management (PGDM)** 2023-2025
(International Finance)
Queen Margaret University - Edinburgh , Scotland
 - **Post Graduate Diploma In Management (PGDM)** 2023-2025
(Finance)
All India Council For Technical Education (AICTE)
 - **Bachelor Of Commerce (B.Com)** 2020-2023
(Cooperation)
Calicut University

ACHIEVEMENTS

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- Experienced in Tally Prime And Zoho Books
 - Event Coordinator for college management events.
 - Certified in Additional Skill Acquisition Programme (ASAP)
 - Member of National Service Scheme at college level. Lead and participated in the various programs conducted by the group.

DECLARATION

Hereby declare that the above-written particulars are true and correct to the best of my knowledge and belief.