



SREEJITH P

ASSISTANT MANAGER

CONTACT

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- Malappuram, Karuvarakkundu
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TECHNICAL SKILLS

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

SOFT SKILLS

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

LANGUAGES

English
Malayalam
Tamil

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

- 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

- 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.