**Name: SHYJU KALLUPURACKAL HAMEED**

Email : shyjukply@gmail.com

Contact no : 9947575628

**QUALIFICATION** : **Bachelor of arts**

**Technical qualification : Diploma in computer application**

**OBJECTIVE** : To utilize my ability, potential and knowledge for whatever purpose it may serve and I assure you that I will be an asset in your Company as a hardworking person.

**SKILLS :** Managing the teams in sales Field

**WORK EXPERIENCES**

**Accountant / Ashique Exports Chennai (Dec.15,03-sept.15, 2005 )**

Job Responsibilities : Responsible in safekeeping of company funds and property

Record keeping of Sales and cash Journal.

Make Daily Itemized Cash & Expensed Report

Make daily Vouchers of expenses

Preparation of sales on monthly basis

Cost accounting and purchase & Cash entry

Supervise The Account in charge of the Accounts

Inventory taking & Making of inventory report

**Sales Manager – Kinetic motors Kanjirapally (Oct.01, 05-may 31, 2007)**

Job Responsibilities : Sales Co-Ordination & Sales Report Preparation .

Planning the schedule of sales for every month

Calculating and declaring the discount and other offers of every month

**Team Leader In Car Loans HDFC , DSA (Frontline Ekm)(Oct.21,07-july 25 , 2008)**

Job Responsibilities : Attending customers complaints , query & suggestions

Verify Team sales

Preparation of Sales report of the team

**Team Leader in HDFC Bank A/c Opening Direct Sales , Tpra (Au.10, 2008- Till date)**

Job Responsibilities : Attending customers complaints , query & suggestions

Verify Team sales

Preparation of Sales report of the team

Administrate the marketing of KASA Product of the team.

**EDUCATIONAL BACKGROUND**

March 2002 Diploma in Computer Applications

* **College**

March 1999 Bachelors of arts

M G University Kerala India

March 1996 Pre Degree

M G University Kerala India

* **Secondary**

March 1994 S S L C

Board Of Public Examinations Kerala India

**PERSONAL DATA**

* Birth date : 13-04-1979
* Gender : Male
* Citizenship : Indian
* Height : 5’8
* Weight : 75kg.
* Religion : Islam , Muslim
* Dialect : English , Malayalam
* Marritel Status : Married
* Contact No. : 9947575628

**Declaration**

I do hereby declare that the above furnished details are true in best of my knowledge and belief .

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12-05-2014