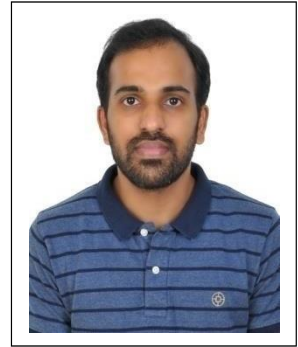


JIJESH THOOP
Flat No 32, Building 68A
Road 355, Adliya-Bahrain

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Phone Number: +97336256116



PROFESSIONAL PROFILE

- Ten years of successful Technical, Sales, Accounting and Administration experience.
- Technical knowledge in Electronics, Computer Hardware and Networking, CNC Programming
- Detail-oriented, efficient and organized professional with extensive experience in Accounting systems.
- Work within a busy office environment, and support office teams in order to ensure the smooth running of day-to-day activities.
- Handle large amount of paperwork and data entry, Petty cash flows and expenses.
- Developing effective sales plans using sales methodology.
- Annual Budgeting / Financial planning along with variance analysis.
- Manage and create product listings, product promo on E-commerce platforms
- Research product, compare prices & product listings of comparative vendors.
- Highly trustworthy, discreet and ethical.

PROFESSIONAL SKILLS

- General Accounting
- Tally Prime 2020 with GST, QuickBooks, Sage
- Microsoft Office (Microsoft 365)
- E-Commerce Operator
- Office Administration
- Accounting Vouchers, Account books, Statutory Reports
- Expert in Value Added Tax and Goods and Service Tax
- Service Technician – Electrical and Electronics
- Digital Marketing

Professional Experience

Expert in - E-Commerce Operator

- Company Administration and Accounting
- E-Commerce Operator at – Amazon, Flipkart, Ebay, Paytm and Snapdeal.
- Manage product lifecycle which includes: manage/maintain site catalogue and loading product photography across sites
- Perform frequent competitive analysis, communicate findings, recommend changes, updates and improvements to support the company's objectives
- Digital Marketing – Google, Facebook, Instagram, Snapchat, Youtube and Amazon.
- Website Development – Godaddy, Wordpress, Envato.

From August 2020 with Dubai Auto Spare Parts and its Three Branches as Administrative Accountant

On-The-Job accomplishment

- Receive, register, verify and process all invoices and ensure transactions are correctly recorded.
- Maintain and reconcile General Ledger accounts.
- Monitor and review accounting and system related reports for financial accuracy and compliance.
- On time Billing invoices distribution and follow ups for payments.
- Collection of payments / cheques from clients.
- Process monthly payroll and maintain approved payroll records.
- Banking Transaction by manual and Online - Cheque deposit, cash receipt, payment transfer, etc.
- Review / Preparation of daily Journal vouchers for all expenses with all supporting documents.
- Preparing Bank Reconciliation.
- Checking / Reviewing clients ledger with accounts of books
- Keeping up to date record of all accounting transactions.
- Preparing Quarterly VAT report and Filing with NBR – Bahrain.
- LMRA, GOSI, VAT Registration, CPR Updating, Rent Agreements, Vendor Agreements, Passport Renewal, Property Insurance, EWA, etc.
- Financial Reporting and Audit preparation and coordinate the audit process, CR renewal.
- Visiting Clients and maintain good relationships.
- Supporting Software's – Tally Prime2020, Ms-Office, E-mail Outlook, WhatsApp Business, Sage, GoDaddy, etc.

February 2019 to July 2020 with Optima & Meenumix - Hometech as Showroom Sales and Service Coordinator

On-The-Job accomplishment

- Showroom Sales and Stock management.
- Manage accounts payable, accounts receivable, billing, sales and purchase.
- Prepared monthly reports and analyzing excel.
- Brand service support and coordination
- Customer contact on technical issues

February 2015 to January 2019 with Pigeon- Kitchenette as ASSISTANT MANAGER

On-The-Job accomplishment

- To direct Sales, Admin and Technical Team.
- Manage accounts payable, accounts receivable, billing, sales, purchase, bank reconcile, online banking functions, Payroll, Ledger, journal, petty cashbook and Dealers payment collection.
- Prepared monthly reports and analyzing excel.
- Trained a team on proper execution of sales process and role model desired behaviors - Adhered to compliance and operations risk controls in accordance with the company and regulatory standards, policies and practices.
- Implemented training and delivered exceptional assistance and guidance to staff in order to carry out quick steps in achieving goals.
- Developed, enhanced and implemented business and sales plans in order to increase branch profitability.
- Preparation of Corporate Strategic Reports - unit wise / plant wise detailed report on a monthly basis.
- Ensure that the invoices and other entries generated are posted correctly in Tally.
- Technical presentations to contractors/ clients/ PMCs
- Coordinate for Project execution for large key accounts
- Ensuring the existing product online is listed properly with correct data and images

July 2011 to January 2015 with Pigeon as Service Technician

On-The-Job accomplishment

- **Ensure that the maintenance services are delivered in line with the contractual commitments and within budgets**
- **On-site training, Demonstrations. Mock-ups**
- **Customer contact on technical issues**
- **Promoted as Assistant manager**

January 2010 to February 2011 with Hindustan Unilever as Sales executive

On-The-Job accomplishment

- **Achieve sales targets through selling (visiting market) and driving RS (Redistribution Stockist system).**
- **Analyze how to improve the competitive position in the market through improved customer service.**
- **Monitor closely the competitive activities and provide feedback to the branch on appropriate action that the company needs to take to counter such activities.**

Educational Qualifications

Bachelor of Business Administration – Sikkim Manipal University (Doing Online)

Diploma in Electronics & Telecommunication Engineering-IETE- Delhi - India

Diploma in Computer Hardware and Networking

CNC Lathe & Milling Programming, Chennai

TallyERP 9 with GST (VAT and GST)

Diploma in Goods & Service Tax – Rutronix Kerala, India

Certificate of Examination in Life Insurance – Insurance Institute of India, Mumbai

Higher Secondary Examination- COMMERCE – Board of Examination Kerala, India

Secondary School Leaving Certificate Examination – Board of Examination Kerala, India

Personal Details

Date of Birth 24/01/1990

Languages Known Malayalam, English, Hindi & Tamil

Marital Status **Married**

Permanent Address	Kammalassery, Chelembra, Malappuram, Kerala, India
Contact No	+973 36256116
Passport No	L7616482
CPR	901339776
Driving License	901339776

Awards

Recognized as best employee of the Year 2016 to 2017

Reference

Employer - India

Pigeon – Stovekraft Limited
Kitchenette
Kozhikode, India
Mr.Dilish C.M
Phone: +919446367396

Employer - Bahrain

HomeTech Electronics and Commercial Agencies WLL
Kingdom of Bahrain, Manama
Mr.Sijusukumar
Phone : +97339384550

DECLARATION:

I hereby declare that the above given information is true to my knowledge.

JijeshThoopi

**Manama.
01/03/2021**