

Dear Sir,

I would like to introduce myself as Mr. SARATH UNNIKRISHNAN. I expect you need to know in detail about me in order to consider my candidature. So I have attached my resume for your review as the first step in the application process. I hope you will find my profile to be a strong indicator of what I would contribute as a skilled, hardworking member of your highly qualified team.

I am enclosing my CV with details of my career and qualifications to date in the hope that you might have a vacancy within your company that would match the skills that I possess. Being a hardworking and enthusiastic person, I would love the opportunity to advance my career with your company. I consider myself a self-starter, highly motivated, focused, and determined to succeed. My enclosed resume summarizes where my skills and abilities were developed. I look forward to discussing my qualifications for this position with you and I would be available for an interview at your convenience.

Thank you for your attention and I am looking forward to hear a positive reply from you soon

Thanks & Regards

SARATH UNNIKRISHNAN

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CARRIER OBJECTIVES

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals.

PROFESSIONAL STRENGTH

- ❖ Possess +7 Years of professional experience in Mybedroom (Wholesale suppliers of mattresses).
- ❖ +2 year Worked as Cashier in Modern Travels.
- ❖ Excellent communication and strong technical skills.
- ❖ Goal-oriented and ability to work independently as well as a team member.
- ❖ Good analytical skills and ability to give attention to details.

PROFESSIONAL EXPERIENCE

Organization: - Modern Travels 1st March 2008 to 30th March 2010)

Designation: -Office Staff

Roles & Responsibility:

- ❖ Managing Day to day activities.
- ❖ Dealing Customer and solving their issues.
- ❖ Co-ordinating with Customers.
- ❖ Handling of cash.
- ❖ Reporting to Top Management.

Organization: -: Mybedroom Mattress Showroom(1st November 2010 to Present)

Designation: - Business Development Manager

Roles & Responsibility:

- ❖ Maintaining & Establishing Customer Relationship.
- ❖ Handling Managerial Activities
- ❖ Planning to accomplish the targets assigned to the branch.
- ❖ Preparing daily and monthly reports
- ❖ Preparing bank reconciliation
- ❖ Maintenance of Registers and Ledgers.
- ❖ Handling of cash.
- ❖ Reporting daily business to the top management.
- ❖ Can independently work on any accounting software.
- ❖ Manage Debtors and Creditors.
- ❖ Managing the Staff & assigning the daily work, updating them with latest policies & plans of the organization, discussing everyday their strategy to bring and develop new business and maintain the old one
- ❖ Providing the best service to the customer.
- ❖ Monitor the fund flow and cash flow statements to review the inflow and outflow of funds and ensure the optimum utilization of available funds to accomplish organizational goals.
- ❖ Utilizing the organizational resources with care and least wastage.

EDUCATIONAL QUALIFICATION

- ❖ Graduation (BCA) in M.G University from U.C College , Aluva , 2010.
- ❖ 12th Class (Computer Science) from Govt. Higher Secondary School Mookkannoor , 2007
- ❖ 10th Class from St. Joseph High School Kidangoor , 2005.

STRENGTHS & INTERESTS

- ❖ Good Analytical & Problem Solving Skills
- ❖ Good Communication Skills & a Team Player
- ❖ Traveling, Listening Music, Watching Movies & Surfing Net
- ❖ Self Motivated, Enthusiastic, Result Oriented & Instant Learner

PERSONAL PROFILE

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|------------------|--|
| ❖ Date of Birth | 19 May 1990 |
| ❖ Sex | Male |
| ❖ Nationality | Indian |
| ❖ Marital Status | Single. |
| ❖ Language Known | English, Hindi & Malayalam |
| ❖ Address | Kottarappattu(H), Kidangoor P.O , Angamaly |

DECLARATION

I, hereby declare that all particulars furnished above are true, complete and correct to the best of my knowledge and belief.

SARATH UNNIKRISHNAN