



SAHIL P V

Mob – +91 8136997679

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PROFILE

Highly motivated, proactive, result-oriented, and hardworking on the lookout for a career in Admin Seeking a position in a reputed and progressive organization where my qualifications and experience can be leveraged for the growth of the organization as well as my career exposure.

CONTACT

PHONE: +91 8136997679

EMAIL: Sahilpv49@gmail.com

WORK EXPERIENCE

- HR Associate at Reliance Industries Ltd- Present
- Supervisor at Reliance Hypermarket from Feb 2023-Oct 2023
- Inventory Trainee at Max from Aug 22 to Jan 2023

KEY RESPONSIBILITIES & OPERATIONS

Reliance Supermarket

- Maintained 100% positive feedback
- Provided excellent shopping environment to customers and generating maximum business results
- Cash Management

SKILLS

- Communication Skill
- Goal oriented
- Typing speed
- Time management

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

MAX Fashion

- Stock receiving and dispatching
- Auditing work
- Floor management
- Maintained 100% positive feedback
- Achieving the monthly targets

INTERNSHIP

- Coordinator in OT Operations (OCT 2023 – JAN 2024) – Aster medcity kochi

EDUCATION

- Diploma in Human Resource Management from IGNITE Academy, Kochi – 2024
- Diploma in Hospital Administration from IGNITE Academy, Kochi – 2023
- Bachelor of Commerce in Co-operation 2023

SYSTEM KNOWLEDGE

- MS-Office
- Open Office
- Operating Systems
- Windows 1

DECLARATION

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.