

R E S U M E

NAJEESHMON JOY



Contacts:

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Objective:

To work in a responsible and challenging position in a professional organization where I can utilize my professional skills, knowledge and my entire personality for the betterment of the organizational and implement better ways and means to achieve the organization goals and objective.

Job Profile:

- Sales and services.
- Data entry operating.
- Find out the customers needs.
- Take stock inventory.
- Requisition new stock.
- Maintain sales records.
- Handling Telephone Calls.
- Telemarketing.
- Attending customer enquiries.
- Maintaining proper filing systems for the documents.
- Updating monthly reports.

Career Experience:

Sales Manager cum Mobile Phone, Computer, Laptop Hardware Technician

- 4-years' experience at Babu Times, Kottayam, Kerala
- 1-year experience at Just Call, Manama, Bahrain
- 2-years' experience at Insta, Darkulaib, Bahrain
- 4-years' experience at Blue Diamond, Darkulaib, Bahrain
- 2-years' experience at Xprice, Darkulaib, Bahrain,
(including the work of installation of Security Camera)

Glass and Windows and Door Installer

- 1-year's experience at Impressive Architectural Engineering Solution , Ernakulam , Kerala

Graphic Designer

- 6-month experience at Green Media

Currently Work : Show Shha Express Indian Restaurant

- Restaurant Supervisor (Including Customer Service , Inventory Management and Purchase , driving etc.)
- Assisting Walk-in Customer as and when required.
- Hands on experience on Reception management & Tele calls.
- Customization of the customer documents & making records.

Educational Qualification:

- SSLC : Lutheran High School, South Aryad, Alappuzha
- Pre-Degree : St. Michael's College, Cherthala
- Computer Diploma : Carmel Polytechnic College, Alappuzha
- Electronics and Mobile Phone Repairing Course

Computer Skill:

- MS Office Word & Excel.
- Adobe Photoshop , Corel Draw , Dreamweaver.
- Hardware And Software Troubleshooting.

Languages:

- ENGLISH : (read, write & speak)
- HINDI : (read, write & speak)
- MALAYALAM : (read, write & speak)
- TAMIL : (only speaking)
- ARABIC : (only speaking)

Hobbies:

- Reading books
- Photography
- Playing football & cricket
- Playing chess

License Details:

- License Number : 810568209
- Issue Date : 15/10/2017
- Expiry Date : 14/10/2022
- Place of Issue : Kingdom of Bahrain

Personal Details:

- Father Name : Joy John
- Date of Birth : 15/05/1982
- Place of Birth : Alappuzha, Kerala
- Nationality : Indian
- Address in India : Chempakassery, Komalapuram, Avalookunnu P.O
Alappuzha, 688006
- Marital Status : Single
- Sex : Male
- Passport No : L8368338
- Religion : Christian

Reference:

Will provide upon request.