

## RESUME

### NAJEESHMON JOY



#### Contacts:

Mobile No : +97333872217  
WhatsApp : +917034623505  
Email : [najishjo@gmail.com](mailto:najishjo@gmail.com)

#### 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.