



SURAJ VARGHESE ISSAC

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Address for Correspondence:

Flat 31, Bldg. 3090, Road 581
Block 905, Riffa
Kingdom of Bahrain.

CPR No: 891030492

Personal Profile:

Date of Birth: 18th October 1989

Gender: Male

Nationality: Indian

Marital Status: Married

Languages Known:

English, Hindi & Malayalam

Passport Details:

Passport No: M8966345

Date of Expiry: 26-10-2025

RESUME

CAREER OBJECTIVE

Seeking a challenging career in Administration with a progressive and professionally managed organization wherein I could add value through my experience and competencies.

EXPERIENCE

- Working as a sales administrator in Zayani Motors (An automotive company), from December 2013 to June 2020.

Areas of Expertise:

- Kerridge Autoline – Handling the franchise data, receiving the vehicles in the stock, Purchase invoicing, Sales invoicing.
- Monitoring and control inventory levels in terms of ordering new stocks, booking and sales level.
- All administration works.
- Logistical Paper works for clearing the shipment from the port, for export and import.
- Monitoring the warehouse and updating stock movement in the system.
- Ensuring the all required paperwork and documentation is perfectly done.

ACADEMIC RECORD

COURSE	BOARD/ UNIVERSITY	YEAR	MARKS (PERCENT)
B. Tech Electronics & Communication Engg.	Mahatma Gandhi University	2007-2011	Completed
PLUS TWO	Board of Higher Secondary Examination	2005-2007	71.44%
S.S.L.C	Board of Public Examination	2005	62.66%

COMPUTER KNOWLEDGE

- MS OFFICE

PERSONAL SKILLS

- Comprehensive problem-solving abilities.
- Ability to deal with people diplomatically.
- Hard worker.

LINGUISTIC ABILITIES

- English
- Malayalam
- Hindi

CURRICULAR ACTIVITIES

- Symposium
- Conference
- Workshop
- Mini project

HOBBIES

- Newspaper reading.
- Hearing devotional & film songs.
- Social service.

REFERENCE

1. Toney Cherian
Sales Administration Manager
Zayani Motors
Kingdom of Bahrain.
00973-399050401.
2. Ayadathil Radha Krishnan
Senior Sales Admin Supervisor
Zayani Motors
Kingdom of Bahrain.
00973-39224751.

DECLARATION

I, Suraj Varghese Issac hereby declare that the information given above is true to the best of my knowledge and belief.

Place: Bahrain.

Date:

Yours Sincerely,

SURAJ VARGHESE ISSAC

Strengths

The burning desire for Self Improvement.

Evergreen quest for the great knowledge.

Ability to strike a friendly chord with any kind of personality and versatility.