

Yoonuz Puthanpurayil

Muharraq,

Kingdom of Bahrain

**Sub: Application for Vacant Position**

Dear Sir/Madam,

With reference to the above matter, I am keen to submit my Curriculum Vitae for your review, and expressing my interest in joining your respective organization in the letter herewith.

I am sure that I will be a valuable asset to your organization as I am career oriented, possess good interpersonal skills and organizational ability. I am also keen to receive formal training and to develop within a successful and dynamic organization such as yours.

I will be most willing to furnish additional information on myself if you need them. Should a situation or need arise where you have to contact me at short notice please feel free to call at +973 36459979 Thanks for your time and consideration.

I look forward to hearing your response

Thank you

You're sincerely

Yoonuz Puthanpurayil

# Curriculum Vitae

## YOONUZ PUTHANPURAYIL



**MOBILE: 00973-36459979**

### Career Objective:

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally. I am self-motivated and able to work both independently and as collaborative team member.

### Personal Profile:

- |                   |   |  |
|-------------------|---|--|
| ● Name            | : | Yoonuz Puthanpurayil   |
| ● Nationality     | : | Indian   |
| ● Date of birth   | : | 14-NOVEMBER -1996  |
| ● E-mail Address  | : | <a href="mailto:Younuspp123@gmail.com">Younuspp123@gmail.com</a> |
| ● Driving License | : | YES (Bahrain valid License)                                      |

### Languages Known:

- † English
- † Arabic
- † Hindi
- † Malayalam
- † Tamil

### Academic Qualification:

- Bachelor of Science In Physics at Calicut University, Kerala, India
- High school Passed at MJ High School , Kerala , India
- Secondary School Passed at KKM GVHSS Orkatteri , Kerala, India

## Work Experience:

✚ MaraSeel Phone .(Accounting and Sales)(August 2016 – 2018)

### Duties:

- Maintain Accounts & Cash
- Maintain client relationship
- Provided accurate product information to the client
- Reached or exceeded the sales target
- Meeting the potential client face to face and explaining them the benefits of your companies product
- Create sales report on day to day basis

✚ JM Sports Fashion .(Accounting and Sales)(August 2018 – Present )

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## Computer Skills:

- ✚ MS-Office
- ✚ Tally ERP
- ✚ Hardware
- ✚ All Windows Installation

## Declaration:

**I declare that the above facts given by me are true to the best of my knowledge and belief.**