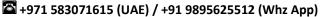
JASEEM PH

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JOB OBJECTIVE

Scaling new heights of success and leaving a mark of excellence in assignments which involve analytical capabilities and professional growth in **OPERATIONS I SALES | CUSTOMER SERVICE**

ORGANISATIONAL EXPERIENCE

October '2020 - July '2021 - SUNRISE Hospital, Cochin India | Purchase & Store Assistant

- Proficient in using the hospital in-house software (HMS) on store and purchase
- Daily checking the indent from the respective department and request the quotes from vendors
- Negotiate the price from vendors then send the quote for approval to the higher authority.
- After getting approval from the higher authority issue the PO to the vendors
- Follow up with vendors for the delivery of the item requested
- No Indent will kept for pending all will make on the respective time
- Item Stock will monitor on respective time intervals for the smooth function

January '2017 – March '2020 – REDLAND'S AFRA Jewellery Equipments LLC,UAE & INDIA | as Senior Sales Cordinator

Role: Handle various types of Jewellery equipments like Element Analyser Machines ie; (Gold Purity testing machines) Laser Marker / Engravers, Gold Melting machines, Precision Weighing Balance etc to the Corporate Jewellers also to the individual's.

- Helping the sales team to improve their productivity by contacting customers to arrange appointments and ensuring all Sales Executive have high-quality, up-to-date support material.
- Handling urgent calls, emails, and messages when sales team is unavailable to answer customer queries.
- Collaborating with other departments to ensure sales and queries are handled efficiently.
- Developing and maintaining filing systems so as to maintain sales records, prepare reports, and provide financial information to the finance department.
- Ensuring adherence to laws, regulations, and policies.

AUGUST '2013 - OCTOBER '2016 - M/s NATIONAL TRAVEL & TOURISM (SAUD BAHWAN GROUP) | Admin Clerk / Assistant cum Travel Coordinator (03 Years 03 Months)

Role:

- Maintain employee records (soft and hard copies)
- Update HR databases (e.g. new hires, separations, vacation and sick leaves)
- Assist in payroll preparation by providing relevant data, like absences, bonus and leaves
- Prepare paperwork for HR policies and procedures
- Process employees' requests and provide relevant information
- Coordinate HR projects, meetings and training seminars
- Collaborate with the Recruiter to post job ads on careers pages and process incoming resumes
- Manage the department's telephone center and address queries accordingly
- Prepare reports and presentations for internal communications
- · Provide orientations for new employees by sharing on boarding packages and explaining company policies



July '2010 - Jun '2012 M/s BANYAN TOURS & TRAVELS, India (Pvt.) Ltd as Inbound Tour Executive

Role:

- Identifying destinations, preparing itinerary, costing and interacting with vendors
- Meet clients from All India, U.K, U.S.A. & Australia from company's side
- Make professional, accurate, cost effective travel arrangements for clients while providing excellent customer service.
- Proactively market, sell and consult with clients in regards to tour, hotel products and all other related services.
- Keep up to date with knowledge of vacation, tour packaging, preferred vendors and in-house groups.
- Identifying vendors and handling the billing process and communication between the client and the service provider.
- Coordinating with vendors to ensure extension of payment deadlines wherever necessary.

June '2008 – May '2010 M/s PARLE AGRO INDIA (Pvt.) Ltd (Largest Food & Beverage Company) (FMCG) as Sales Officer

Role:

- Agreeing Sales, Prices, Contracts and payments.
- Meeting Sales Targets.
- Promoting new products generate in the market.
- Giving small briefing about the new product to Shopkeepers and supermarket how the rack arrangements.
- Ordering and managing stock in all responsible outlets over assigned territory in timely manner.
- Ensure that there is no compliant if some damage pieces at the outlet.
- Informing all the distribution centres by email or SMS if any special promotion offers.
- Giving feedback to the Area Sales Manager if any progressive changes should require.
- Periodic visit ie; monthly twice to Supermarkets, Consumer fed, Grocers searching about latest trends

May '2007 - April '2008 M/s LACHMANDAS TRADING COMPANY, INDIA (Pvt.) Ltd (ITC PRODUCTS DISTRIBUTION DIVISON) as Team Leader (FMCG)

Role:

- Conduct daily sales call visit to each places assigned by the company area territory manager.
- Make contact with the team members for any requirements where the Kioskies placed.
- Collecting Daily work report from every members and consolidate then send to the area manager.
- Giving presentation to the members / dealers about the latest ITC products launched at the market.
- Promoting new products and special Trends.

CERTIFICATIONS

- Diploma in Hospital Administration (HA) on 2020
- Diploma in Fibre Network Technology (NIFC) on 2011
- Global Distribution System (GDS) Air ticketing in SABRE I AMADEUS I GALILEO

TECHNICAL SKILLS

- Working Knowledge of Operating Systems
- Proficient in using MS Office
- Basic SEO campaigning's through social medias like fb,insta,google ads, you tube etc

EDUCATION

✓ 2009 Bachelors Degree in Travel & Tourism (BTS) from Aquinas College, Cochin, MG University

√ 2005 12th from Aasia Bhai Higher Secondary School, Cochin

✓ 2003 10th from St John De Britto's High School, Cochin, Kerala

SOCIAL WORK

Involved in National Tour Program for visit Delhi, Agra, Jaipur, Goa

Assisted as Tour Manager for IRCTC (Bharat Darshan)

PERSONAL DETAILS

Date of Birth : 25th Oct 1984

Languages Known : English, Hindi, Tamil & Malayalam

Marital Status : Married Nationality : Indian

Passport Details : P4124364 (Issued at Cochin and valid up to 28/11/2026)

Driving License Details : India