

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 | 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 complaint 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 DIVISION) 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 Kiosks 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 | AMADEUS | 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