

TENU THOMAS



Karama
Dubai



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SOCIAL MEDIA



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CAREER OBJECTIVE

Looking for an exhilarating career with an organization of immense repute, which demands the best of my professional ability in terms of excellent analytical, organizational and communicational skills, and helps me in broadening and enhancing my current skills and knowledge. I foresee myself as an effective contributor to any organization in its endeavor to safety and success.

QUALIFICATION

Inspirit Safety Solutions, Thiruvalla
NEBOSH, IOSH

Imayam College of Engineering, Trichy
B.E MECHANICAL ENGINEERING

EXPERIENCE

11.2021 - 03.2023

JOY ALUKKAS INDIA PVT LTD
SALES EXECUTIVE

Served customers with knowledgeable, friendly support at every stage of shopping and purchasing.
Informed customers of promotions to increase sales productivity and volume.
Quoted prices, credit terms and other bid specifications.
Met existing customers to review current services and expand sales opportunities.

06.2019 - 04.2021

MTLPS EDAYARANMULA WEST
OFFICE ASSISTANT

Compiled and analyzed data to produce reports.
Input data into spreadsheets and databases.
Maintained and updated office records.
Monitored and tracked budgets and expenses.
Purchased and maintained office supplies.
Processed incoming and outgoing mail according to established procedures.

SKILLS

- ✓ Ability to multitask.
- ✓ Excellent time management skill.
- ✓ Attention to detail.
- ✓ Teamwork.

PERSONAL INFORMATION

Nationality : Indian
Date of Birth : 01/03/1995
Sex : Male
Marital Status : Single
Passport #:R0945762
Current City: Dubai
Visa Status:Visit Visa
(Ready to join immediately)

PERSONALITY

Communicative	Punctuality
Hardworking	Organized
Savvy	

SOFTWARE SKILLS

MS OFFICE(Word,Excel,Powerpoint) -
Internet & Email Operations -

LANGUAGES

English	
Malayalam	
Tamil	

DECLARATION

I hereby declare that the above information is true to the best of my knowledge.

Tenu Thomas