



SIJO SIBY

MBA - HR & FINANCE

Results-oriented professional seeking to leverage my expertise and academic background. Aiming to provide strategic insights, exceptional customer service, and driving sales growth to contribute to the company's growth and enhance the overall customer experience.

CONTACT

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AREAS OF EXPERTISE

- Sales and Negotiation
- Customer Relations
- Showroom Operation
- Merchandising
- Product Knowledge - Automotive

CORE SKILLS

- Efficient communication
- Good interpersonal skills
- Team coordination
- Highly organized
- Critical and Analytical thinking
- Flexible and Adaptable
- Excellent Leadership

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

PERSONAL INFO

- Date of Birth : 28-06-1996
- Nationality : Indian
- Passport No : V7442572
- Expiry : 27-02-2032

WORK EXPERIENCE

PRODUCT SPECIALIST & SHOWROOM INCHARGE

EVM Motors and Vehicles India Private Limited

Dec 2022 - Dec 2023

- Conduct product demonstrations and provide insights to customers.
- Collaborated with the sales team to understand requirements.
- Stayed updated on competitor products, and market demands
- Respond promptly to customer inquiries, addressing concerns, and providing detailed information on products and services.
- Maintain accurate records of showroom inventory
- Implement effective merchandising strategies to highlight key product features and promotions, contributing to increased sales.
- Foster positive relationships with customers, addressing feedback, and ensuring high levels of customer satisfaction.
- **Gained best performer award in 2023**

MANAGEMENT TRAINEE

Asianet Satellite Communication Limited | March - Nov 2022

- Assisted in coordinating and executing day-to-day operations within the satellite communication division.
- Collaborated with cross-functional teams to optimize workflow efficiency and ensure timely project completion.
- Prepared reports and presentations to communicate project updates and key performance indicators to senior management.
- Actively participated in meetings and brainstorming sessions to contribute innovative ideas for process improvement.
- Assisted in client interactions, addressing inquiries and building positive relationships.
- Maintained documentation of processes, procedures, and project timelines for reference and future planning.

DISTRIBUTOR - LATERITE STONE PRODUCTS

Le Stone Art | Sep 2021 - March 2022

IT SKILLS

- MS Word
- MS Excel
- Powerpoint

LINKEDIN

<http://linkedin.com/in/sijo-siby-305627226>

- Coordinated with suppliers to ensure a steady and reliable source of laterite stone products.
- Managed inventory levels to meet project demands.
- Oversaw quality control processes.
- Developed and maintained strong relationships with key suppliers for long-term partnerships.
- Resolved any supply chain issues promptly to minimize delays.
- Implemented efficient logistics strategies to streamline distribution.
- Negotiated pricing and terms with suppliers to optimize cost-effectiveness.
- Maintained accurate records of inventory, orders, and supplier communications.

CASHIER

Kandathil Home Appliances | June 2018 – February 2019

EDUCATION

MBA - HR & Finance | 2019 - 2021

Shree Devi Institute of Technology, Mangalore

Visvesvaraya Technological University - VTU

Bachelor of Commerce (Finance and Taxation) | 2015 - 2018

PGM College Kangazha, Devagiri

Mahatma Gandhi University, Kottayam

DECLARATION

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