

ABHISHEK C
Hard Skills & Soft Skills



 **SHEIKH COLONY,
AL KARAMA,
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CAREER OBJECTIVES

Seeking a challenging Position in a creative environment, where I can produce my talents and potentials for the well being of the concern.



AREA OF INTEREST

- ❖ SALES EXECUTIVE
- ❖ CUSTOMER SERVICE
- ❖ STORE KEEPER



WORK EXPERIENCE

7 YEARS EXPERIENCE

- Worked as **JIO POINT MANAGER** at **RELIANCE SMS LIMITED**, Mayyil, Kannur, Kerala, INDIA
(June 2021 To February 2022)

Role & Responsibilities

- ❖ Achieve the daily, weekly and monthly sales targets of store
- ❖ Complete operations management & ownerships of the Jio Points.
- ❖ Mass Distribution in the catchment territory
- ❖ People Management
- ❖ Logistics management
- ❖ Give demo & close the sales of Mobile & CDIT Product to the customer
- ❖ Satisfy customer needs and expectations in terms of advance product information
- ❖ Selling products and services using solid arguments to prospective customers
- ❖ Maintaining positive business relationships to ensure future sales.
- ❖ Maintain an effective and consultative selling approach
- ❖ Maintaining accurate records.
- ❖ Preparing weekly and monthly reports

- Worked as **ACCOUNTANT CUM SALES PROMOTER** at **POINT ELECTRICALS AND PLUMBING**, Kerala, INDIA

(February 2018 To April 2021)

Role & Responsibilities

- ❖ Managing transactions with customers using cash registers
 - ❖ Scanning goods and ensuring pricing is accurate
 - ❖ Provide customer support to customers with disputes or inquiries concerning invoices or billing process
 - ❖ Processing of invoices and payments
 - ❖ Update accounts receivable and issue invoices
 - ❖ Update accounts payable and perform reconciliations
 - ❖ Ensuring the accuracy of invoicing for the company and its customers
 - ❖ Demonstrate and provide information on promoted products/services
 - ❖ Create a positive image and lead consumers to use it
- Worked as **SALES ASSOCIATES** at **RELIANCE JIO INFOCOM LIMITED**, My Jio Store, Panama Arcade, Taliparamba, Kannur, Kerala, INDIA
- (October 2015 To April 2017)**

Role & Responsibilities

- ❖ Greeting customers, responding to questions and providing outstanding customer service.
- ❖ Operating cash registers, managing financial transactions, and balancing drawers.
- ❖ Achieving Established goals
- ❖ Directing customers to merchandise within the store
- ❖ Increasing in Store Sales
- ❖ Maintaining an orderly appearance throughout the sales floor.
- ❖ Introducing Promotions and Opportunities to customers
- ❖ Monitor and maintain store inventory
- ❖ Communicate with clients and evaluate their needs
- ❖ Handle complaints from customers

PERSONALITY TRAITS

- Highly responsible and very quick at resolving problems effectively
- Self-motivated, Confident, enthusiastic and proactive.
- Strong communication skills
- Strong analytical skills
- Convincing ability
- Willingness to learn
- Strong interpersonal skills
- Proficiency with Microsoft Excel, Word, Outlook and PowerPoint

EDUCATIONAL QUALIFICATION

- **Secondary School (10th Standard or SSLC):** GOVT.H.S.S. MORAZHA P.O., KANNUR, Kerala Syllabus. **(March 2008)**
- **Higher Secondary School (12th Commerce):** GOVT.H.S.S. MORAZHA P.O., KANNUR, Kerala (Commerce Group) under Kerala Secondary board. **(March 2010)**
- **Graduation: BACHELOR OF BUSINESS MANAGEMENT:** MORAZHA CO-OPERATIVE ARTS & SCIENCE COLLEGE, KANNUR UNIVERSITY, KANNUR, Kerala. **(2010 – 2013)**

TECHNICAL SKILLS

- ❖ Skilled in **Tally ERP 9**
- ❖ Skilled in **SAP SOFTWARE**
- ❖ Skilled in **TRADE EASY SOFTWARE**
- ❖ Familiar with Windows Operating System and the use of **MS Office (MicrosoftWord , Microsoft Excel , Microsoft PowerPoint)**

PERSONAL DETAILS

Name : ABHISHEK C

Date of Birth : 4th November 1992

Gender : Male

Marital Status : MARRIED

Nationality : INDIAN

Languages Known : English, Hindi, Tamil, Malayalam

Passport Number : L9281777

Visa Status : VISIT VISA (Till 17TH SEP 2022)