

Sajid KV

MOB : +971527992511

Email: sajisajid143@gmail.com



PROFILE: Van SALES | Logistics Helper | CUSTOMER SERVICE

Nationality: Indian | **Visa:** Visit | **DL:** Indian License

DOB: 07-05-1993 | **AGE:** 28 Years

Languages: English, Hindi, Malayalam & Tamil

OBJECTIVE

To obtain a position to utilize my skills and abilities in the respective field that offers professional growth while being resourceful, innovative and flexible.

INTERPERSONAL SKILLS

- Self-motivated
- Possess positive attitude
- Excellent written & verbal communication skills
- Recognized organizing skills
- Sincere and hard working
- Punctual and Responsible
- Achiever to learn new things in every step
- Trustworthy, discreet and ethical

PROFESSIONAL PROFILE

Company: Inter-Dec Consulting and Design, Calicut, Kerala India. (November 2019 till March 2021)Role: **Sales and Planning Supervisor**

Duties and responsibilities:

- Managing and Planning Sales activities
- Planning site visit with clients
- Prepare estimation and quotation

- Scheduling material delivery
- Coordinating with labours and suppliers
- Assisting architects to arrange scope of manpower in work sites.
- Collecting payments and Banking.
- Negotiating market suppliers for the materials.

Company: Bharat Petroleum, Calicut India(November 2017 till April 2019)Role:
Supervisor cum Driver

Duties and responsibilities:

- Managing Sales activities
- Monitor Meter sales
- Prepare purchase orders
- Ensure on time delivery
- Maintaining relation with suppliers
- Dealing and advising customers.
- Processing payments.

ACADEMIC QUALIFICATION

- **Higher secondary (Discontinued)** - Board of higher secondary education ,Kerala
- **Secondary School** - Board of Public Examination , Government of Kerala

ADDITIONAL SKILLS:

Microsoft office
POS Billing system
Internet & Email

Yours Sincerely,
Sajid KV