

ARUN CHANDRAN

ABU DHBAI, UAE

MOB NO: +971 566024441

E-mail Address: arunchandramohan07@gmail.com



OBJECTIVES

To secure a position that will lead to a good working relationship that I may use my ability and enhance my skills in a dynamic and stable workplace.

SKILLS

- ❖ Computer Literate
- ❖ Hard working,honest,physically and mentally fit.
- ❖ Willing to be trained and learn new things and experiences.
- ❖ Very flexible in terms of hand works.

WORK EXPIERENCES

SALES REPRESENTATIVE (From April 2021-March 2022)

RENKSAN GROUP MIDDLE EAST, UAE

- ❖ Working as a part of the sales team to develop both new and existing markets
- ❖ Involved developing sales and pricing strategies.
- ❖ Attending sales appointments at client premises
- ❖ Identifying the customers need
- ❖ Making orders from the customer and to arrange delivery at the right time
- ❖ Collecting the payments both cheque and cash from the customers
- ❖ Writing accurate and informative sales reports and documentation
- ❖ Performed duties all over UAE.

SALESMAN CUM DRIVER (From December 2019-March 2021)

MARMUM DAIRY FARM, DUBAI, UAE

- ❖ Delivered products to customers in an efficient,timely corteous and accurate manner
- ❖ Making orders from the customer and delivering at the right time

- ❖ Delivered excellent customer service while delivering extensive product information.
- ❖ Maintained accurate inventory of all merchandise in the storage area of the facility
- ❖ Done duties all over UAE and familiar with all roads and locations.

SUPERVISOR CUM STORE KEEPER. (From March 2014-January 2019)

AL KHALIDIYAH CO-OPERATIVE SOCIETY, ABU DHABI.

- ❖ Be aware of accident prevention and help to enforce safe work conditions.
- ❖ Receive, Identify, mark and place materials in their designated locations or route them to their intended locations.
- ❖ Ordering items of low stock levels in a timely manner.
- ❖ Make periodical checks between records and actual stock and investigate any discrepancies and report to the cost controller immediately.
- ❖ Checking the price variance,if there is any difference discuss with the purchasing manager.
- ❖ Entering purchase invoices and goods return bills.
- ❖ Preparing Purchase Orders and making Quotations.

JOB CONTROLLER (From July 2012-February 2014)

R.F MOTORS, COCHIN, INDIA

- ❖ Maintaining same day delivery above 80%
- ❖ Insure repair quality
- ❖ Calculate bay productivity

DIPLOMA TRAINEE (From May 2011-May 2012)

TVS MOTORS, KERALA,INDIA

- ❖ Arranging different models of gears for carburizing process
- ❖ Maintaining the temperature levels of carburizing furnace

PERSONAL DATA

Date of Birth	: January 01, 1991
Sex	: Male
Birth Place	: Pathanamthitta, Kerala, India
Civil Status	: Single
Nationality	: Indian

Passport Details

Passport No. : V8739266
Date of Expiry : 07/03/2032
Issue Place : India
Languages Known : English, Hindi, and Malayalam

UAE Driving License Details

License No. : 2498018
Gear Type : Manual Gear

VISA STATUS : EMPLOYMENT VISA(WITH NOC)

EDUCATIONAL BACKGROUND

S.S.L.C. : St.Jhons H.S.School,Thiruvalla,Kerala,India
Plus Two : N.M. H.S.School,Thiruvalla,Kerala,India
Diploma in Mechanichal
Engineering : ACP College of Engineering Coimbatore,India

DECLARATION

I hereby solemnly declare that all the above furnished details are true and best of my knowledge.And I assure of my sincere and ardent work in your esteemed organization.

Arun Chandran