



SHYAMJITH.A

|Mobile: **+971527428244**| Email: shyamkuttan.sk@gmail.com|

OBJECTIVE

Aim to be an associate with a progressive organization that gives me scope to update my experience, knowledge and skills. To seek challenging job in a competitive company where, my knowledge and ability can be utilized. To yield the optimum benefits to the organization. To apply for any position where I could use my abilities, skills and enhance my human relation.

PROFESSIONAL SKILLS

Experienced professional with a successful career in Sales, Marketing and Office co-ordination

Can handle confidently office works basic functions involving critical responsibilities.

Proficient in Driving
(UAE License)

Detail-oriented, efficient & organized professional with an extensive experience in Sales, Marketing and office operation

Have excellent time management skills & can meet the deadlines without compromising on quality

LANGUAGES KNOWN

English
Hindi
Tamil
Malayalam

EXPERIENCE

- **Za'abeel Palace, Dubai – Office Boy Cum Driver (Still working since Last 4 Years)**
- **Regency Group For Corporate Management, Dubai (Grand Hyper Market) – FMCG Sales In-charge with cashier-2years(2016-2018)**
- **Maruti Indux motors , Kerala, India-Sales In-charge (Jan 2015-Dec 2015)**

Nature of Duties:

- Follow office workflow procedures to ensure maximum efficiency
- Maintain files and records with effective filing systems
- Support other teams with various tasks (redirecting calls, disseminating correspondence etc.)
- Greet and assist visitors when they arrive at the office
- Maintaining offices and all area in proper
- Handling cash counter and sales
- Delivery of documents and products
- Deal with customer complaints or issues
- Monitor office supplies inventory and place orders
- Assist in vendor relationship management
- Implementing new sales plans and advertising
- Promoting the company's existing brands and introducing new products to the market.
- Telephonic communication with suppliers

PASSPORT DETAILS

Passport No : M0784017
Place of Issue : India

UAE DRIVING LICENSE DETAILS

UAE License No:4076797
Issue date: 27.12.20
Exp date: 27.12.22

PERSONAL DETAILS

Date of Birth : 11-Sept-1994
Marital Status : Single
Nationality : India

ACADEMIC QUALIFICATIONS

HIGHER SECONDARY EDUCATION BOARD

Kerala **Public board**

SECONDARY SCHOOL LEAVING CERTIFICATE

SSLC Board -Kerala

COMPUTER SKILLS

COMPUTER BASICS

DECLARATION

I hereby declare that all the statements given above are true to my knowledge.

SHYAMJITH.A