

CURRICULUM VITAE

DIJOT JAMES
Sharjah – UAE
Contact Mobile: 971524960439
Email: di jotjames619@gmail.com



CAREER OBJECTIVE:

1. To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.
2. To make use of my inter personal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

PERSONAL PROFILE:

- Sociable and friendly.
- Sincere, dedicated and an ambitious worker.
- Self-motivated, dependable and goal oriented employee.
- Willing to take on added responsibilities.
- Ability to working dependently and as a co-operative team member.
- Possess a pleasing personality and professional appearance.
- Patient, personable and receptive.

WORK EXPERIENCE:

1. Carborandom universal limited

Project Trainee

The main objective of the Project was to find the satisfaction level of employees in the organization. Employee satisfaction is essential to the success of any business. The important factors that are to be considered in the job satisfaction of employee saresalary, promotion, working condition, and so on.

2. Mariya agency's

1 year working experience in as Sales Executive

- Maintained high standards of customer service during high-volume, fast-paced operations.
- Communicated clearly and positively with coworkers and management.
- Maintained a tidy and professional workspace that was both alluring and welcoming to new and returning customers.
- Provided unparalleled customer service based on extensive knowledge of all merchandise and genuine desire to match my clients with the absolute perfect product.
- Assisted management with all backroom logistics and organization.
- Rearranged the sales floor to meet all-new layouts and specifications.
- Used computer systems to create, est, cancel price holds and lay aways.
- Worked with Progressive Leasing support to set up leasing agreements with clients.

3. Zangos Grill Restaurant

2 year working experience as Billing Staff

- Handled currency and credit transactions quickly and accurately.
- Resolved complaints promptly and professionally.
- Cleaned and maintained the beverage area, display cases, equipment, and order transaction area.
- Stocked and rotated products, stocked supplies, and paper goods. Provided fast, efficient, and courteous service to all customers.
- Accepted payment from customers and made change as necessary.
- Took and prepared customer orders for hot food.
- Communicated clearly and positively with co workers and management.

4. Smile Collection's

1 year working experience as Sales Executive.

- Greeted customers in a timely fashion while quickly determining their needs.
- Recommended merchandise to customers based on their needs and preferences.
- Prioritized helping customers over completing other routine tasks in the store.
- Contributed to team success by exceeding team sales goals by 100%.
- Built relationships with customers to increase the likelihood of repeat business.

PROJECT:

Organization Study

Organization study at Kitex Garments Limited, Kizhakkambalam.

SKILLS:

- Critical thinking and problem solving
- Team work and collaboration
- Professionalism and strong work ethic
- Oral and written communication skills
- Leadership
- Product knowledge
- Flexibility
- Customer relationship management
- Willing to learn

PROFESSIONAL QUALIFICATION:

- **BBA, Calicut University** 2014 - 2017
ICMS Kottayam
- **Professional diploma in shipping and logistics** 2018 - 2019
Polytechnic Nattakom

ACADEMIC QUALIFICATION:

- **Higher Secondary School Certificate.** 2011 - 2013
Ithithanam Higher Secondary School
- **High School Leaving Certificate.** 2011
Ithithanam Higher Secondary School

LANGUAGES KNOWN:

- English, Hindi (Basic), Malayalam, Tamil.

PERSONAL DATA:

Nationality	: Indian
Date of Birth	: 27-11-1995
Gender	: Male
Marital Status	: Single
Passport No.	: R5229785
Date of Expiry	: 18-10-2027
Visa Status	: Visit Visa
Visa Expiry	: 26-4-2022

DECLARATION:

I hereby assure you that all the above-mentioned information is true and correct to the best of my knowledge and belief.

[Dijo T James]