



# JIYAD.MT

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## OBJECTIVES

In quest of professional opportunities for utilizing my skills and abilities in computerized industries that offers professional growth while being resourceful, innovative and flexible. Willing to work as a key player in challenging and creative environment.

## WORK EXPERIENCE

Attain more than 3 years of industrial experience as Sales Executive.

1. Worked as a SALES EXECUTIVE at M/S LUHMAN GARMENTS from 01-Nov-2020 to 30- Nov-2021
2. Worked as a SALES EXECUTIVE at M/S. SUPREME LEATHER WORKS from 1-Apr-2018 to 22-Oct-2020

## JOB PROFILE AS SALES EXECUTIVE:

- To assist the superior for managing and planning supply chain and logistics activates, quality control and Cost reduction,
- To prepare the invoice and improve distribution schedules
- Finding new customers and maintain existing customers with the help of sales department.
  - To maintaining the accurate record and monthly review of distribution.
- To Lead the Sales Department from the front and proper advises at appropriate situation
- Researching and analyzing market trends and competitors.
- Overseeing marketing campaigns. Tracking effectiveness of marketing campaigns and reporting findings to the executive team
- Negotiating and liaising with third-party marketing agencies.

## ACADEMIC BACKGROUND

### **Bachelor of Business Administration**

(HR Management) [2015 – 2018]

**University of Calicut, India.**

### **Higher Secondary in Humanities**

[2013-2015]

**Board of higher secondary examination, Kerala, India.**

### **Matriculation - 2013**

**Board of Public Examination, Kerala, India.**

 Al Karama, Dubai, UAE.

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## Area of Interests

- ☐ Sales Executive.
- ☐ Sales Coordinator.
- ☐ Cashier.
- ☐ Store Manager.
- ☐ Store Keeper.
- ☐ Office Boy.

## IT Skills

- ☐ Microsoft Word, Outlook
- ☐ Microsoft Power Point
- ☐ Vlookup
- ☐ Microsoft Office (Sound in Excel)

## Key skills and Competencies

- ☐ Confident and Quick Learner
- ☐ Eager to learn and very adaptive
- ☐ Good analytical and problem-solving skills
- ☐ Accuracy and Attention to details
- ☐ Sincerity in Completion of Work

### **PERSONAL INFORMATION**

Nationality : Indian  
Marital Status : Single  
Sex : Male  
Date of Birth : 13-02-1997  
Languages : English, Hindi and Malayalam  
Passport Number : U 2227331 (INDIA)  
Passport Validity : 04/12/2019 to 03/02/2029  
Visa status : Visit (Till April-2022)  
Notice Required : Immediate Joining  
Present Location : UAE [Dubai]

### **DECLARATION**

I hereby declare that the above information is true and correct to the best of my knowledge belief.

**JIYAD.MT**