PRAJOD K CHANDRAN

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About Me

Extensive 16+ year experience in Production & Manufacturing, customer service, Merchandising, POS system and cash handling. Enthusiastic and well organized Administrative with solid background in data entry Records, Planning, hardworking, multitasking. Scheduling and documents skills administrative professional offering excellent communication and computer skills

Work Experiance Administrator CrossConcept Exhibition and Interior LLC – Dubai – UAE

2022

Worked as Aminitrator at CrossConcept Exhibition and Interior LLC Jabel Ali. Handling Petty Cash, Staff, Arranging Vehicle, Staff attendance ,accomedation .

SUPPORTING ENGINEER 2019-2020

Anikayaj Software Solution Pvt Ltd - Thrissur, Kerala, India

Worked as Supporting Engineer at EsselWorld, Mumbai for Anikayaj Software as a Supporting Engineer. Supporting at all POS counters and resolving issues. Maintaining both Server such as Transaction and SQLDB..

SALES ASSOCIATE 2016 -2019

Charu Jewels – Surat, Gujarat, India

Working as the dedicated high-end sales associate B2B Operation Executive and Coordinating with buyers. Used consultative sales approach to successfully build relationship with high end buyer. Created strategies to develop and expand sales of service to ending customers. Responsible for opening and closing registers, register management of POS system and merchandise returns. Shared product knowledge with customers while making personal recommendations, and forming professional relationships with customers. Collaborated on daily routines and facilitated store flow

GENERAL MANAGER 2008-2016

SKN Tech Lanka Pvt.Ltd – West Province, Colombo, Sri-Lanka

Worked as Asst.Manager managed administrative work through filing, inventory, and customer follow-up and familiarizing myself with Fine Jewelry and company policies. Organized, stocked and maintained the sales and stock room. Supervised staff and executed opening and closing store tasks. Rapidly and efficiently executed customer transaction including, processing sales ,scheduling special event appointment hosting consultations and researching maintained customer information. Responses to all customer inquiries thoroughly and professional Ensured proper presentation, organization, storing and replenishment of stock Maintained professional relationship and attitude with clients and coworkers.

SALES MANAGER 2003-2008

Ajay Vijay Jewelers – Surat, Gujarat, India

Recommended current styles and trends in fine jewelry. Processed and logged) merchandise through store database system keeping detailed records. Assumes control over the watch and jewelry departments. Efficiently and accurately processed customer check-out including cash, check and credit card Up sell and suggestive sell products and accessories to customers Maintained the appearance and cleanliness of the store

EDUCATION

Higher Diploma in Software En	gineering (HDSE)	
Aptech Computer Centre, Surat, C	Gujarat, India	

Certification in Computing Application (CIC)

Indra Gandhi Open University, Surat, Gujarat, India

Pre-Degree 2000

2003

2001

University of Calicut, Thrissur, Kerala India

SSLC 1998

National High School Irinjalakuda, Thrissur, Kerala India

SKILLS

Work:

People Management :Recruiting, hiring, training, mentoring, coaching, disciplining, team **Management :**Business knowledge, office management, finance, vendor management, planning, strategic thinking.

Collaboration Leadership Skills : Analyzing problems, brainstorming solutions, compromising, defining roles, facilitating discussion, employee engagement.

Decision Making :Prioritizing tasks, research, ethical decision making, team decision making, problem analysis, consensus-building.

Time Management :Goal setting, self-awareness, prioritization, focus, self-motivation, outsourcing, stress management.

Psychological Leadership Skills : Judging character, negotiation, flexibility, motivation, persistence, morale-building.

Communication : Active listening, speaking, receiving feedback, storytelling, facilitating conversations, giving presentations, PowerPoint.

Motivating Employees :Providing rewards, giving recognition, giving feedback, receiving feedback, evaluating performance, setting expectations.

Positive Attitude :Empathy, compassion, diplomacy, good naturedness, self confidence. **Creative Thinking Skills :**Lateral thinking, brainstorming, listening to ideas, open-mindedness.

Technical (Computer):

Developing: Web, Desktop Applications

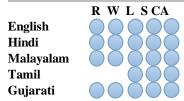
Programing Language : VB6, VB.NET, PHP, HTML **Database :** MSSql Server, MySql, MS Access

Software: Photoshop, MS Office (Word, Excel, Powerpoint)

Marketing:

B2B,O2O,B2C,Digital Marketing,Social Media Marketing, Mail Marketing, Youtube Marketing,

LANGUAGE



PERSONAL DETAIL

Date of Birth: 18th. March. 1982

Nationality: Indian
Marital Status: Single

Passport No.: Z4758279 Issue Dt: 23rd May,2018 Expiry Dt: 22nd May,2028

Aadhar No: 5631 7481 2156