

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 Experience

Administrator

CrossConcept Exhibition and Interior LLC – Dubai – UAE

2022

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

SUPPORTING ENGINEER

Anikayaj Software Solution Pvt Ltd – Thrissur, Kerala, India

2019-2020

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

Charu Jewels – Surat, Gujarat, India

2016 -2019

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

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

2008-2016

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

Ajay Vijay Jewelers – Surat, Gujarat, India

2003-2008

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 Engineering (HDSE) Aptech Computer Centre, Surat, Gujarat, India	2003
Certification in Computing Application (CIC) Indra Gandhi Open University, Surat, Gujarat, India	2001
Pre-Degree University of Calicut, Thrissur, Kerala India	2000
SSLC National High School Irinjalakuda, Thrissur, Kerala India	1998

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

	R	W	L	S	C	A
English	●	●	●	●	●	●
Hindi	●	●	●	●	●	●
Malayalam	●	●	●	●	●	●
Tamil			●	●	●	●
Gujarati	●	●	●	●	●	●

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