



SUMESH SURENDRAN

SKILL HIGHLIGHTS

- TIME MANAGEMET
- PROBLEM SOLVING
- ACTIVE LISTEINING
- COMMUNICATION
- CUSTOMER SERVICE
- INTERPERSONAL
- GOOD PRODUCT KNOWLEDGE OF LIGHTING, ELECTRICAL AND CABLES
- ORGANIZATIONAL
- LEARNING AND ADAPTABILITY

D.O.B

12-03-1990

Phone

+971 54 409 5649

Email

Sumeshadoor38@gmail.com

Languages

Hindi, English, Tamil

Passport No.

L1754405

Visa Status

Employment visa

Home Address

Thirumangalathu thekkethil ,
Enathu, Pathananamthitta,
Kerala, India

Current Address

Muwailah
Sharjah
U.A.E

SUMMARY

To work for on organization to deal with greater value added issued, and work toward delivering the highest of my abilities and professionalism gained from academics and

EDUCATION

PLUS TWO

G.B.H.S ADOOR KERALA

B.COM

ELSHADDAI COLLEGE ADOOR KERALA

COMPUTER KNOWLEDGE

- TALLY ERP (4 YEARS EXPERIENCE)
- MICROSOFT OUTLOOK 2010 (4 YEARS EXPERIENCE)
- MS EXCEL

WORK EXPERIENCE

- | | |
|----------------|--|
| 2017 - 2019 | SALES COORDINATOR CUM ACCOUNTS ASSISTANT
Electrino electricals llc Fujairah |
| 2019 - Present | DOCUMENT CONTROLLER CUM SALES COORDINATOR
Safeline groups Abu Dhabi |

SUMMARY OF QUALIFICATION

- Serves customers by helping them select products.
- Greets and receives customers in a welcoming manner.
- Responds to customers' questions.
- Directs customers by escorting them to racks and counters

DECLARATION

I hereby declare that all the above details are true in my fact.