

CURRICULUM VITAE

JITHESH

Mob: +971562612289

E-mail: jithesh382@gmail.com

(Valid U.AE Driving License Holder)



OBJECTIVE

Contribute to a dynamic growing organization where my strong analytical, interpersonal skills and hard work will have a significant impact. The optimal position will provide professional growth and opportunities to contribute.

EDUCATIONAL QUALIFICATION

- HSC form Board of Higher secondary examination Kerala, India
- Secondary school leaving certificate (**S.S.L.C**) from Department of general Education-Kerala

EXPERIENCE SUMMARY

- **5Years' Experiences Outdoor Salesman and Cashier in Falcon Global General Trading Co. Dubai - UAE** (A leading group deals in Import, export and distribution of Foodstuff, Non Food And perishable products)
- **4years' experience as Outdoor Sales Representative in Al Maya trading** (A leading group deals in Import, export and distribution of Food stuff, Non Food And perishable product)

SUMMARY OF PROFESSIONAL EXPERIENCES

- ☐ Dealing with customer enquiries face to face, over the phone and E-mail
- ☐ Handled the tasks of dealing with customer enquiries.
- ☐ Supporting the customers with promotional activities.
- ☐ Follow up payments
- ☐ Collecting Cheque & Cash from customer
- ☐ Caring about the availability of the products in the stock
- ☐ Coordinating with the warehouse team for the delivery according to the schedule set by the customer.
- ☐ Preparing weekly and monthly sales reports for senior management.

PERSONAL ATTRIBUTES

- ☐ Excellent communication skills (both verbal and written) necessary to perform the essential functions of the position.
- ☐ Good interactive ability and target centric.
- ☐ Well-motivated & hardworking
- ☐ Inter personal and strong adapting skill.

COMPUTER SKILLS

- Facts & Profit Accounting ERP Software
- MS OFFICE (Word, Excel, outlook...etc.)
- Using of internet, E-mail....etc.)
- Good Typing Speed in English

LANGUAGES KNOWN

- English, Hindi, And Malayalam (Speak, Read and Write)

PERSONAL DETAILS

Name	:	JITHESH
Date of Birth	:	15-05-1988
Nationality	:	Indian
Gender	:	Male
Marital status	:	Married
Passport No	:	N7972674
Expiry Date	:	01-04-2026
Visa Status	:	Valid Work Visa
Driving License	:	UAE, VALID DRIVING LICENSE (MANUAL)

Declaration

Declare that the information furnished above is true and correct to the best of my knowledge.

Thanking you in anticipation Yours Faithfully
JITHESH