# TO WHOMSOEVER IT MAY CONCERN

Sir/Madam,

*I* wish *to apply for the position of Office Assistant /Customer care Agent /marketing executive/ Driver or in a position which you think my education and experience in qualified, which will give me ample opportunities to learn and grow with the organization.*

*I will be much pleased to work efficiently and effectively as well as grow with a prestigious organization. So as to achieve self realization and accomplishment of organizational goals, I place myself as a candidate for vacancies that suits my profile, which presently you have or occurs in future.*

*Here by I do attach a copy of my resume for your kind reference. Looking forward a favorable reply.*



Whats app Mobile:+971504753686

Gulfjobseeker.com CV No:1569378

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)

Career Objective:

To add value for the organization by sharing knowledge and experience while seeking to align organizational and personal goals so that the engagement is rewarding and beneficial.

Academic Qualification

* **Bachelor of Commerce - B.Com (**University of Calicut, Kerala)
* **Higher Secondary Education in Commerce (**Government of Kerala**)**
* **Secondary Education (**Government of Kerala**)**
* **Diploma in customer care (**Alison)

Professional Qualification:

* Photoshop
* Ms Office
* Fully proficient Internet Browsing, Windows.
* Good typing skills.
* Language proficiency in English and Hindi
* Valid UAE Driving License Holder

Work experience:

**Sales Executive** :

Since : 2010 - 2011

Employer: Malabar Gold and Diamond

Job Title : Sales Executive

Main Responsibilities:

* Listening to customer requirements and presenting appropriately to make a sale.
* Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
* Cold calling to arrange meetings with potential customers to prospect for new business.
* Responding to incoming email and phone enquiries.
* Gaining a clear understanding of customers' businesses and requirements.
* Attending team meeting and sharing best practice with colleagues.

**Sales Executive :**

Since : 2011 -2012

Employer: Nadilath-G Mart

Job Title : Sales Executive

Main Responsibilities:

* Identifies business opportunities by identifying prospects and evaluating their position in the industry, researching and analyzing sales options.
* Sells products by establishing contact and developing relationships with prospects, recommending solutions.
* Maintains relationships with clients by providing support, information, and guidance, researching and recommending new opportunities, recommending profit and service improvements.
* Prepares reports by collecting, analyzing, and summarizing information.
* Maintains quality service by establishing and enforcing organization standards.
* Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, participating in professional societies.
* Contributes to team effort by accomplishing related results as needed.

**Airport Chauffeur :**

From 2013 – 2016

Employer : Emirates transport

**Main responsibilities**

* Greeting guest in a respectfully with smile face.
* Listening them and help at maximum level of possible.
* Maintain vehicle clean and comfortable for guest
* Drop them at prescribed destination with care
* Assist them which level they needed
* Performing other duties and tasks as directed by Head of the department and superior.

**Personal Data:**

• Date of Birth : 30/03/1988

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**Self-Appraisal Profile:**

As an overview, I am a result-oriented self-starter, flexible and effective communicator, problem solver, with ability to focus on solutions and remain calm in crisis situation. Even I am organized, proactive and always challenging current procedures.