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|   PHOTO - ALEX JOSEPH**Alex****Email :** **alex.329643@2freemail.com** **Place : Kochi, Kerala, India**PERSONAL DETAILS **Nationality - Indian****Date of Birth - 30/12/1990****Marital Status - Single**PROFESSIONAL SKILLS * Excellent communication skill
* Team Player
* Creative problem solving.
* Punctual, self motivated and dedicated to job.
* Meeting Deadlines
* Multitasking
* Flexible and adaptable to changes
* Good Knowledge on Aeromodelling, Automotives.
 | **RESUME**About me: A highly motivated person looking for a challenging position where my proven abilities and skills will be utilized to enhance and bring optimum results. Graduated in B Tech mechanical EngineeringExperience Summary:Spare Parts officer - Saud Bahwan Automotive LLC, Oman: March 2013 to November 2016 ( 3.8 years ) Major Responsibilities* Dealing with Automotive parts, Oils, Lubricants and Batteries of World Class brands like TOYOTA,LEXUS,HINO & DAIHATSU
* **Using Electronic Parts Catalog of TOYOTA, DAIHATSU & HINO.**
* Providing technical support to customer
* Follow-up with customers for orders and create additional sales opportunities
* Analyzing sales status of customers in regular intervals and make reports and presentations.
* Maintain optimum stock level
* Ensure that the quotations, sales orders, sales returns and application of customer discounts are performed as per the standard operational procedure.
* Follow-up for back orders with supplier.
* Co-ordination with Warehouse
* Checking the packed condition of goods and ensure that the packing is as per the requirements.
* Evaluate customer claims and advice warehouse for performance improvement
* Analysis of markets & employ marketing strategies to increase the revenue and profit of the organization.
* Co-ordinate logistics activities with cargo agents & logistics team and ensure that the goods are delivered to customer on time.
* Follow-up for payments, maintaining accounts of customers.
* Coordinating customs related operations with cargo agent.
* Keep proper records for future references.

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Education:

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| Course | University/Board | Passing Year | Marks (%) |
| B tech | Cochin University | 2012 | 65 |
| 12 th | Kerala HSE | 2008 | 90 |
| 10 th | Kerala State | 2006 | 86 |

Technical Skills:

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| Operating Systems | Windows XP,7,8, Linux |
| Software | Photoshop, Open office, MS office |

Projects:

* Developed an Amphibious aero plane

Training:

* FCI OEN Connectors Ltd. Kochi, India

 I do here by declare that all the above information’s are true and correct to the best of my knowledge and belief.