

SAJEESH

SAJEESH.337068@2freemail.com

Accomplished and energetic salesman with a solid history of achievement in sales. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include carefully listening the requirements of customer, confirming the sale of customer and carefully handle different currencies create accounts using "visual win gold” software.

**SKILLS**

 English Language

 Writing

 Active Listening

 Customer and Personal Service

 Speaking

 Computers and Electronics

 Service Orientation

 Coordination

 Judgment and Decision Making

 Active Learning

 Sales and Marketing

**EDUCATION**

**High School Diploma**: 2004

MJDHS Kunnamkulam, Kerala, INDIA

**Higher Secondary** –Humanities 2004-2006

GMGHSS Kunnamkulam**,** Kerala**,** INDIA

**TECHNICAL EDUCATIION**

Tally, MSOffice

IRSCOMPUTERS, KUNNAMKULAM, KERALA, INDIA

**ADDITIONAL INFORMATION**

VALID BAHRAIN LICENCE

**EXPEREINCE**

**SALESMAN**

RELEINCE FRESH Kunnamkulam, Kerala, INDIA **06/2009- 05/2010**

KMTRADING Mussafah**,** Abudhabi**,** UAE**06/2010 -11/2012**

TTDEVASSI JEWELLERS Chavakkad, Kerala, INDIA**02**/**2013-03**/**2015**

* Determine replacement parts required, according to inspections of old parts, customer requests, or customers' descriptions of malfunctions.
* Fill customer orders from stock.
* Take inventory of stock.
* Examine returned parts for defects, and exchange defective parts or refund money.
* Mark and store parts in stockrooms according to prearranged systems.
* Place new merchandise on display.
* Discuss use and features of various parts, based on knowledge of machines or equipment.

**SALES CUM CASHIER**

J&PJEWELLERSGoldCity, Mannama BAHRAIN

July 2015 - Present

* Use computers for various applications, such as database management or word processing.
* Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
* Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
* Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.
* Create, maintain, and enter information into databases.
* Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
* Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
* Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
* Make copies of correspondence or other printed material.
* Locate and attach appropriate files to incoming correspondence requiring replies.
* Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.
* Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports.
* Open, read, route, and distribute incoming mail or other materials and answer routine letters.
* Provide services to customers, such as order placement or account information.Establish work procedures or schedules and keep track of the daily work of clerical staff.
* Prepare and mail checks.
* Order and dispense supplies.