**CURRICULUM VITAE**

**JOEL** **JOEL.360047@2freemail.com**

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**Contact information**:

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Personal Information:

Date of Birth: 15/06/1987

Religion: Christian

Nationality: Indian

Sex: Male

Marital Status: Single

**Language Known:**

English, Hindi, Marathi, Nepali & Malayalam

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 Objective

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential, willing to work as a key player in challenging and creative environment.

Professional Experience

**Designation : Office Assistant cum Admin Assistant**

**Company : Hafele India Pvt. Ltd.**

**Duration : May 2016 to February 2017**

**Responsibilities**

* Serving as the primary receptionist (answering and
 directing incoming calls and greeting, directing, and
assisting visitors.
* Maintaining contacts and calendars via Outlook.
* Ordering, stocking, and distributing office supplies.
Brochures and forms are available in the centre.
* Making photocopies, sending faxes & documentation.
* Planning and scheduling meetings and appointments.
* Organizing and maintaining paper and electronic files.
* Running errands and performing miscellaneous job-
related duties as assigned.

**Designation : Hall Manager**

**Company : Foresight Internet L.L.C in Abu Dhabi, UAE**

**Duration : 17th May, 2011 to 31st August, 2015 (4 Years)**

**Responsibilities**

* Assist customers when they have trouble or questions
using computer software’s such as Microsoft Office
 and all software’s that are being used in the cyber cafe.
* Provide services such as encoding, printing,
downloading and all other operations provided by the
cafe.
* Provide excellent customer care.
* Operates the Print, Xerox and Scanning machines.
* In-charge of making Cash Balance and Report at the
end of the duty.
* Keep accurate records of logs and inventories of the
shop.

**Designation : Store Manager**

**Company : “Words of Wisdom” Christian Book Shop in
Mumbai, India.**

**Duration : August 2010 to March 2011**

**Responsibilities**

* Planning, organizing and managing bookstore activities; developing and implementing the store’s operating procedures; as well as recommending appropriate related policies.
* Preparing and managing yearly bookstore budgets; managing and maintaining the bookstore accounting records.
* Supervise staff in accounting functions and ordering books, supplies, and related merchandise; arrange advertising materials; as well as oversee the planning,
supervision, and maintenance of stock inventory.
* They also prepare reports and correspondences, resolve client issues associated with merchandise.

**Designation : Storekeeper Cum Supervisor**

**Company : Ashly Furnishing Pvt. Ltd. Co. Kerala - India**

**Duration : December 2007 to June 2010**

**Responsibilities**

* Supervising and coordinating staff activities
* Supervise the delivery & distribution of materials on site
* Selling merchandise to customers.
* Maintaining sufficient inventory and ordering merchandise.
* Enforce compliance, administering disciplinary actions as required.
* Supervise employees, contractors& sub contractors.
* Supervise operations associated with supply, production Control, and quality assurance.

**Designation : Sales Executive Cum Assistant Store Manager**

**Company : Noah Fashions – Brand “John Louis” Mumbai, India.**

**Duration : June 2006 to June 2007**

**Responsibilities**

* Over all administration of the store
* Sale promotion, visual merchandising, inventory handling
* Prepares sales and customer relations reports by analyzing and categorizing sales information; identifying and investigating customer complaints and service suggestions.
* Prepares reports by collecting, analyzing, and summarizing information.
* Maintains quality service by establishing and enforcing organization standards.
* Motivating subordinates to achieve their goals, achieving the targets within the given time frame.

Educational Qualifications

* **10th Grade-SSC**Abinav Vidya Mandir High School, Bhayandar, Mumbai.

Computer Knowledge

* Certification in Office Automation
* Certification in A+ & N+
* O.S (Windows 8, 7, XP) installation.

Key skills

* Office management, Maintaining office Records
* Good IT skills Word, Excel, Email and Internet.

Strengths

* Excellent Leadership qualities
* Good Team Player and Service Oriented.
* Good communication and interpersonal skills
* Ability to take the initiative in learning about new technologies and adding value to organization
* Maintain positive attitude in the face of changes in work assignments.

Personal Skills

* Communications Skills

 Ability to listen, writes, and speaks effectively in multiple languages

* Computer/Technical Literacy
Computer hardware. Ability to work with deferent operating systems and softwares.
* FlexibilityHighly adaptable, mobile, positive, resilient, patient risk-taker who is
open to new ideas.
* Interpersonal Abilities

Proven relationship-builder with unsurpassed interpersonal skills.

* Teamwork

 Resourceful team player who excels at building trusting relationships
 with customers and colleagues

* Honesty/ Morality

Seasoned professional whose honesty and integrity provide for effective leadership and optimal business relationships.

* Dedication/Hard-Working

Productive worker with solid work ethic who exerts optimal effort in successfully completing tasks

* Self-Confidence

Confident, hard-working employee who is committed to achieving excellence.

Declaration

I hereby declare that all information mentioned above is true to the best of my knowledge and belief.