CURRICULUM VITAE

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## JIJO

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### ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­Position Looking For:

Sales Executive

### CAREER OBJECTIVE:-

A desire to be permanent member of organization with a motive to prove my ambitions sales drive operation skills with a firm self- motivation to succeed and preserve in a company atmosphere that has potential to expand, with given budget. Ensuring profitable & effective working relationship.

## WORK EXPERIENCE:-

I hold more than **11years** experience in Wholesale operation and administration with proven ability to deliver solutions supporting specialized and complex business needs. Due to the strong communication skills, have the ability to the identify priority co-ordinate and delegate work assignment independently.

Moreover I am comfortably able interact with a wide range of people of different nationality land ideologies and to work as positive team member.

## Sales Executive

Presently I am working in TANAEEM TRADING L.L.C, 2016 –August to in Abu Dhabi

## Sales Representative

**SALES REPRESENTATIVEat** GULF **PURE WATER FACTORY L.L.C (Super gulf)**ABU-DHABI U.A.E, 2013 to 2016.

### Main Responsibilities:-

* Working as part of the sales team to develop both new and existing markets.
* Involved in developing sales & pricing strategies.
* Identifying and then researching potential leads and opportunities.
* Constantly developing existing sales processes which will generate sustainable growth.
* Responsible for developing own portfolio of customers.
* Collecting all the information required to create a request for an estimate.
* Writing accurate & informative sales reports and documentation.
* Contacting prospective clients by phone and email.
* Identifying the customer’s needs.
* Dealing with a diverse range of clients in the private and the public sector.
* Attending sales appointments at client’s premises.
* Attending trade shows and exhibitions when required.
* Cold calling potential clients via telephone or personal visit.
* Making appointments to meet new and existing clients.

## Merchandiser

Worked as a Merchandiser at **MASAFI MINERAL WATER COMPANY L.L.C** ABU-DHABI U.A.E, from 2006 to 2012.

Masafi Mineral Water Company is Flagship Company of Al Ghurair group.

### Main Responsibilities:-

* Deciding how goods should be displayed to maximize customer interest and sales.
* Assisting visual merchandisers to plan store layouts to promote key lines.
* Accurately stocking and rotating products onto shelves from back room inventories.
* Building up and maintaining product displays.
* Ensuring that enough Merchandise in stores at the right time in the season.
* Maintaining products on store racks, shelves and displays.
* Rotating products from the back stock to shelf and display locations.
* Identifying replenishment needs.
* Completing all paperwork and necessary documentation.
* Spinning labels and straightening package graphics.
* Performing other miscellaneous duties as assigned.
* Negotiating prices, quantities and delivery time scales with suppliers.
* Removing and dented, dirty, damaged, or out of code products from display.
* Sorting and distributing merchandise to various locations throughout the store.
* Carrying out market research on how well displayed products are selling.
* Travelling to multiple store locations.

## Academic Qualifications

Bachlors Degree

## Other Qualification

ESSENTIAL FOOD SAFETY TRAINING COURSE (Abu Dhabi Food Control Authority).

## Computer skills

MS-Office (Word, Excel, Power point)

## Reason for seeking changes

Career advancement an ideal position that would offer a major challenging and growth.

## Driving License Details:-

Place of Issue : ABUDHABI

License No : (Manual Gear)

## Personal Profile

Nationality : INDIAN

Date of Birth : 31st may 1987

Religion : Hindu

Sex : Male

Marital Status : Married

Languages known : English, Hindi & Malayalam

Visa status : Employee

## Declaration:

I HERE BY DECLARE THAT ALL STATEMENTS DESCRIBED ABOVE ARE TRUE IN KNOWLEDGE AND BELIEF.