**SHYAM**

**SHYAM.362782@2freemail.com** ****

To pursue a career in Sales which would give me an opportunity to apply skills obtained from my theoretical and practical knowledge for the growth of the organization and in the process gain additional specialized skills.

Skills and Achievements

*Expert in* ***MS Office (Excel,Word,Power Point)***

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Professional Experience

**Sun Raise Fast Food Service & Tenders**  – Worked as Co-Ordinator cum Marchandiser Dec 2012 to Dec2016

* Preparing Delivery Notes & Invoices
* Payment follow up .
* Preparing monthly expenses of each outlets
* Co-ordinate with supplier to deliver the required stock to each outlets
* Building relationships with customers at the ground level.
* Removing any dented, dirty or damaged products from shelves.
* Setting up displays outside of the store.
* Changing displays on a regular basis so that they do not become stale.
* Moving merchandise around to create equal spacing.
* Putting up promotional material such as banners and signs.

**Autogic Home Automachine**  – Worked as Clerck - May 2012 to Nov2012

* Invoicing & Payment Follow up
* Prepration of Quotation
* Prepration of letters .

**EDUCATIONAL QUALIFICATIONS**

* -BSc in Electronic from Calicut university , India

COMPUTER KNOWLEDGE

Operating Systems : MS Office 2010

Other Knowledge : Internet & E-mail.

LANGUAGE SKILLS

English, Hindi, Malayalam & Kannada

EXTRA-CURRICULAR ACTIVITIES

Reading, Listening Music, Travelling & Sports.

PERSONAL DETAILS

Nationality : Indian

Date of Birth : 26-06-1991

Marital Status : Single

 **Declaration**

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**I hereby declare that all the statement made in the above Curriculum Vitae is correct to the best of my knowledge and belief.**

**Yours Sincerely,**

**Date:**

**Place:**