CURRICULAUM VITAE

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|  C:\Users\toshiba\Downloads\IMG_4147a copy.JPG**CHARLES****CHARLES.363999@2freemail.com****Date of Birth : 29-04-1989****Gender : Male****Age : 26****Nationality : Indian****Marital Status : Bachelor****Languages Known : English** **: Malayalam** **: Tamil**  **: Hindi** | Career Objective**To secure a position that offers extensive training on related fields that will****Enhance my personal and professional growth and to impart my skills****and knowledge for the success of the company.** Personal Objective**A self-motivated and hardworking person with a good communication****And interpersonal skills. Able to identify individual customer needs that****Establishes relationship thus fostering confidence and trust. Able to work****Under pressure and adapts well to any possible situation. A team player,****Who consistently displays a positive attitude and professional work ethics.**Educational QualificationDegree : Associate Degree in Fashion DesignUniversity : IGNOU Percentage : 69 **Course Duration : 2010-2011****HSC : St.Aloysius****Board : Tamil Nadu****Percentage : 60** **Year of Passing : 2008****SSLC : St. Mathew’s High School****Board : Kerala****Percentage : 36****Year of Passing : 2004**Professional Qualification**. Kerala Government Certificate in Fine Arts** |

 Work Experience

* **Sales : Cuple L.L.C**

 **Abu Dhabi, UAE.**

 **(March 2015 to January 2017)**

 **Handling : Shoes, apparel, perfumes and accessories**

* **Quality Assurance : since August 2012 till 23rd December 2013**
* **Quality Controller : Kitex Garments, Eenakulam from 2012 January to June 2012**

 Job Profile

* **To maintain the standards of the store in all aspects.**
* **To provide customer satisfaction by delivering exceptional customer service.**
* **To have a clear understanding of all item and providing product knowledge to customer.**
* **Merchandising, shop keeping and store standards.**
* **To assist in the efficient and accurate operation of the POS.**
* **Preparing daily/monthly reports and documents like customers order to be passed/send to the company.**
* **Communicate effectively with customers, management, staff and visitors.**
* **To take the ownership and effectively deal with customers request queries and complaints.**
* **Documentation (Damage Report, Goods Transfers, Customer Orders & Home deliveries.**
* **Updating deliveries.**

Technical Skill

* **Graphic Designing**
* **Corel Draw**
* **Illustrator**
* **MS Office**
* **Page Maker**
* **Very familiar with E-mail & the Internet operations.**

Interests

* **Interior Design.**
* **Landscape Design**
* **Flower Arrangement**
* **Drawing and Water color painting**
* **Surfing modern design data**

**I hereby declare that all the details furnished above are true to best of my knowledge and belief.**

**Place:**

**Date:**