CURRICULAUM VITAE

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| C:\Users\toshiba\Downloads\IMG_4147a copy.JPG  **CHARLES**  [**CHARLES.363999@2freemail.com**](mailto: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 Qualification Degree : Associate Degree in Fashion DesignUniversity : IGNOUPercentage : 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:**