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| PHOTO - ALEX JOSEPH  **Alex**  **Email :** [**alex.329643@2freemail.com**](mailto:alex.329643@2freemail.com)  **Place : Kochi, Kerala, India**  PERSONAL DETAILS  **Nationality - Indian**  **Date of Birth - 30/12/1990**  **Marital Status - Single**  PROFESSIONAL SKILLS   * Excellent communication skill * Team Player * Creative problem solving. * Punctual, self motivated and dedicated to job. * Meeting Deadlines * Multitasking * Flexible and adaptable to changes * Good Knowledge on Aeromodelling, Automotives. | **RESUME**  About me:  A highly motivated person looking for a challenging position where my proven abilities and skills will be utilized to enhance and bring optimum results.    Graduated in B Tech mechanical Engineering  Experience Summary:  Spare Parts officer - Saud Bahwan Automotive LLC, Oman: March 2013 to November 2016 ( 3.8 years )  Major Responsibilities   * Dealing with Automotive parts, Oils, Lubricants and Batteries of World Class brands like TOYOTA,LEXUS,HINO & DAIHATSU * **Using Electronic Parts Catalog of TOYOTA, DAIHATSU & HINO.** * Providing technical support to customer * Follow-up with customers for orders and create additional sales opportunities * Analyzing sales status of customers in regular intervals and make reports and presentations. * Maintain optimum stock level * Ensure that the quotations, sales orders, sales returns and application of customer discounts are performed as per the standard operational procedure. * Follow-up for back orders with supplier. * Co-ordination with Warehouse * Checking the packed condition of goods and ensure that the packing is as per the requirements. * Evaluate customer claims and advice warehouse for performance improvement * Analysis of markets & employ marketing strategies to increase the revenue and profit of the organization. * Co-ordinate logistics activities with cargo agents & logistics team and ensure that the goods are delivered to customer on time. * Follow-up for payments, maintaining accounts of customers. * Coordinating customs related operations with cargo agent. * Keep proper records for future references. |

Education:

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| Course | University/Board | Passing Year | Marks (%) |
| B tech | Cochin University | 2012 | 65 |
| 12 th | Kerala HSE | 2008 | 90 |
| 10 th | Kerala State | 2006 | 86 |

Technical Skills:

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| Operating Systems | Windows XP,7,8, Linux |
| Software | Photoshop, Open office, MS office |

Projects:

* Developed an Amphibious aero plane

Training:

* FCI OEN Connectors Ltd. Kochi, India

I do here by declare that all the above information’s are true and correct to the best of my knowledge and belief.