**CURRICULUM VITAE**

**JAKEER**

**Email:** **jakeer.379401@2freemail.com**

**PERSONAL INFORMATION:**
**Date of Birth:** 19thFebrury 1991
**Place of Birth:** Mangalore, INDIA
**Citizenship:**INDIA

**Marital Status:**Single

**Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **Degree/Certificate** | **Subjects** | **Year of passing** |
| **Mangalore University** | GRADUATE | B.C.A | 2011 |
| **Thumbay PU College** | P.U.C | Commerce | 2008 |
| **Thumbay PU College** | Certificate | S.S.L.C | 2006 |

**Professional Qualification:**

* Completed Diploma in Graphic & Web Designing Course in CTTI (Creative technical training institute)Mangalore**.**

**Career objectives:**

To achieve challenging position in a dynamic and well reputed and well developed organization which offers good opportunities and challenging working environment, where I could implement my knowledge, education and skills in a better way and which in return would help me in building up my career.

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**Area of Experience:**

**1.**

**Organization: Intellectual capital Arabia general trading l.l.cDUBAI**

**Organization type:**Intellectual capital Arabia is well reputed 8 years old United Kingdom based company formed in 2010 deals in Nutrition and Natural Herbal Products..

**Designation: Sales Associate and Cashier**

**Tenure:** 21 September 2013 to “18 January 2018”

**Brief job Description:**

* Train new recruited staff for All GCC branches
* Retail sales of medical and Natural Herbal Products
* The overall responsibility of the position is to manage entire shop with dedication and motivation
* Analyzing and answering general questions regarding products accordingly to generate sales.
* Perform routine collection of billing related tasks, daily sales report.
* Making long term relations with customer to generate leads for sales periodically.
* Supervising and ordering stocks from supplier.
* Balancing the daily account at the end of each day..

**2.**

**Organization: Shree Graphics &Printers.INDIA**

**Organization type:**Shree graphic & printer deals with computer designing, visiting cards, Boucher, invitation card etc…

**Designation: Graphic Designer**

**Tenure:** 10 October 2012 to 6 March2013

**Brief job Description:**

* Assists in copywriting as necessary and performs typesetting for forms and publications.
* Coordinates production activities with printers, service agencies, advertisers, and vendors
* and review quality of final product before release.
* Create & modify fonts according to brand guidelines
* Work on multitasks at the same time using a wide range of medias, including photography and computer aided des

**Computer Skills:**

Excellent expertise in MS Office, Tally ERP.9, Adobe Photoshop, Adobe illustrator, Adobe in design, CorelDraw, Page Maker, Adobe Flash Professional, Adobe Dreamweaver.

**Technical Skills:**

* Database: SQL Server 2005, Microsoft Access, Oracle
* Operating System: Windows XP, Windows 7
* Language Known: C, C++, VB, SQL, Java and HTML

**Project Details:**

* Project Name : Employee Management system
* Role : Team member
* Duration : 6 Month
* Team size:3
* Software Support :Database: SQL Server 2005
* Operating System:Windows 7
* Middleware : c#

**Languages:**

1. English

2. Arabic

3. Hindi

4. Malayalam

**Conclusion:**

Apart from skills and qualifications I described above there are many others listed on my CV that I think would make me great fit for this position.