**Curriculum Vitae**

**AJAY THOMAS**

United Arab Emirates

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 **POSITION APPLYING FOR ANY SUITABLE JOB**

**CAREER OBJECTIVE**

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where can encourage and permitted to be an active participant as well vital contribute on development of the company.

* Very Energetic result oriented and organized.
* Efficient and well-behaved person
* Extremely hardworking self-motivated and able to work independently in a team environment under supervision.
* Keep excellent interpersonal relations with colleagues and ready to help them.
* To apply my physical strength, organizational skills, and general problem-solving knowledge.

**KEY STRENGTHS AND SKILLS**

* Knowledge of safety and security procedures.
* Respond to visitors’ inquiries and provide directions.
* Respond to emergency codes as needed,
* Proven work experience
* Excellent knowledge of MS Office, ERP Microsoft Navision
* Practices along with ability to build productive business professional relationships.
* Highly motivated and target driven with a proven track record in sales.
* Excellent selling, communication and negotiation skills
* Prioritizing, time management and organizational skills
* Ability to create and deliver presentations tailored to the audience’s needs.
* Relationship management skills and openness to feedback.

**WORK EXPERIENCE**

**Prestige General Service Dubai Oct-2020 to Dec-2023**

**Position: Security**

 **Job Description**

* Proactively ensuring the protection of merchandise properties and assets.
* Creating a safe and comfortable working environment.
* Responding to emergency if arises.
* Accurately reporting all emergencies / incidents to the management.
* Conducting searches of vehicles and bags etc.
* Producing written reports.
* Always be alert for any abnormal activity or unusual sound.
* Using the correct radio voices procedure.

**Al Boom Tourist Village, Dubai Nov 2017 to Aug 2019**

**Position: Storekeeper cum Cashier**

 **Job Description**

* Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
* Operating scanners, scales, cash registers, and other electronics.
* Balancing the cash register and generating reports for credit and debit sales.
* Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
* Processing refunds and exchanges, resolving complaints.
* Bagging or wrapping purchases to ensure safe transport.
* Following all store procedures regarding coupons, gift cards, or the purchase of specific items, such as alcohol or cigarettes.
* Maintaining a clean workspace.

**Amrutha Medicals, Kerala, India**   **JUNE 2014 to JULY 2017**

 **Position: Warehouse Assistant**

 **Job Description**

* Observe health and safety regulations; maintain warehouse in a clean, safe and orderly condition.
* Train, supervise and evaluate the performance of assigned warehouse employees; assign workloads to warehouse workers.
* Receive, unpack, pack, load, issue, store and deliver materials, textbooks, supplies or equipment; complete packing slips for shipments as assigned.
* Implement methods and techniques to manage dangerous goods.
* Follow quality service standards and comply with procedures, rules and regulations.

**EDUCATION QUALIFICATION**

* B.A Graduation in Economics from Kannur University, Kerala 2014,
* Professional Diploma in Desktop Publishing, from RUTRONIX Kerala, 2010,

**TECHNICAL KNOWLEDGE**

* ERP Microsoft Navision
* Microsoft Office Word, Excel, and Power point.

**PERSONAL DETAILS**

* Nationality : Indian
* Marital Status : Single
* Date of Birth : 04.12.1991
* Passport Number : P7568811
* Language Known : English, Hindi, Malayalam

**DECLARATION**

 I hereby declare that the above-mentioned details are true and correct to the best of my knowledge and belief.

Ajay Thomas

Applicant