

CURRICULAM VITAE

ASHOKKUMAR.E

Dubai

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OBJECTIVE :

Seeking a responsible and suitable post to explore my skills and abilities and utilize my knowledge and experience for better future.

PROFESSIONAL EXPERIENCE :

Working as a Messenger with Décor Max Co LLC

2022-2024

- ❖ Serves customers by selling products and services and meeting customer needs
- ❖ Adjusts the sales presentations by studying the type of sales outlet and needs of the potential customer.
- ❖ Services existing accounts and establishes new accounts by planning and organizing a daily work schedule to call on existing or potential sales outlets.
- ❖ Focuses sales efforts by studying existing and potential volume of dealers, Maintaining the files and documents according to ISO guidelines

Working as a Messenger with United Printing & Publishing L.L.C (TAWZEA)

2021-2023

- ❖ Emirates ID delivery, Document collection
- ❖ Document verification and Submission, Follow up shipment up to delivery point.
- ❖ Arranging / Collecting Air freight Delivery order collection
- ❖ Receiving and distributing incoming / outgoing faxes.
- ❖ Payment Collection and depositing in bank, Find and contact clients to ask about their overdue payments
- ❖ Maintaining the files and documents according to ISO guidelines

Working as a Messenger with Jumbo Electronics Co Ltd LLC

2018-2020

- ❖ Mobile collecting from the Customer for Repairing.
- ❖ Delivering mobiles to customers for Repaired Mobiles.
- ❖ Follow up shipment up to delivery point. Arranging / Collection & delivery
- ❖ Receiving and assigning incoming / outgoing calls request.
- ❖ Maintaining the files and documents according to ISO guidelines.
- ❖ Payment Collection and depositing in bank.
- ❖ Find and contact clients to ask about their overdue payments.

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DRIVING LICENSE DETAILS :

- ❖ UAE Valid License : Motor Cycle.
- ❖ License No : 217473 Al Fujairah
- ❖ Date of Issue : 30/09/2018
- ❖ Date of Expiry : 04/08/2025

EDUCATIONAL QUALIFICATIONS:

- ❖ HSC - 75% - Sakthi Matric Hr.Sec.School - 2006 - Kaniyamoore
- ❖ SSLC - 78% - Govt. boys higher Secondary School - 2004 - Vadakkanandal.

STRENGTH :

- ❖ Languages Known – English, Hindi, Malayalam, Arabic and Tamil.
- ❖ High risk and quick learning capability & always open to new ideas and suggestions
- ❖ More systematic and regular approach towards work culture.

PERSONAL DETAILS :

Father's name : Elumalai
Date of Birth : 06 June 1989
Passport number : U8977937
Date of Expiry : 29th Dec 2030
Sex : Male Marital
Status : Married.
Nationality : Indian.
Visa Status : 2Month visit visa
Visa Validity : Until 14/11/2024

DECLARATION :

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

Place:

Yours Faithfully

Date:

ASHOKKUMAR.E