



ATHUL.T.S

SALES MANAGER

My Contact

✉ athulsuresh21122000@gmail.co

☎ +971554379954

📍 Al Rigga Dubai , UAE

Whatsapp : +971542429752

Hard Skill

- POS system Handling
- MS Office Word & Excel
- Tally ERP 9 + GST
- Proficiency in Windows 7 to 11 and ios
- Adobe Photoshop

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking
- Team player

Education Background

- Minerva Acaemy
Diploma in Hotel Management
- Bulls net computer education
Tally + GST
- S.R.K.G.V.M.H.S.S Puranattukara
Higher secondary (Kerala University)
- S.D.V.H.S.S Peramangalam
S S L C (Kerala University)

Career Objective

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with the people for the growth and success of the organization.

Professional Experience

FLOE ICE CREAM SHOP L.L.C (Sales Manager)

2021 January to 2023 July 2 year 7 months Experience

Key responsibilities:

- Managing staffs and customers
- Handling cash and POS system
- Managing purchases bills and Invoices
- Customer service through Phone calls and direct
- Suggesting budgets and improvements to the Management
- Handling indoor and outdoor sales and Events
- Handling sites , social medias and online delivery platforms like Talabat , deliveroo , smiles , noon , careem
- Stocks and inventory managing

NEETHI CONSUMER STOREAS (Accounts and billing)

2019 December to 2020 December 1 Year Experience

Key responsibilities:

- Cash handling and billing
- Customer service through phone calls and direct
- stocks and inventory managing
- Handling purchases and Invoices
- Adding and editing items and prices on software (Dukesoft)

HOTEL SIDRA PRISTINE (Receptionist)

2019 October to 2019 December 3 Months Experience

Key responsibilities:

- Managing hotel bookings through phone calls and website
- Handling direct reception bookings
- Assisting customers with master card
- Maintaining guest relation through polite attitude

HOTEL JOYS PALACE (Front office assistant)

2019 August to 2019 October **3 Months Experience**

• **Key responsibilities:**

- Assisting for hotel bookings through phone calls and website
- Assisting direct reception bookings
- Assisting customers with master card
- Maintaining guest relation through polite attitude

Achievements

2021-2023 Got GHP Food safety staff award By
Ajman Public Health Program

2018-2019 Computer talent test won with A+
Certificate

Personal Profile

- Date of Birth : 21/12/2000
- Nationality : Indian
- Marital Status : Single
- Passport No : T 9616423
- Passport Expiry : 27/10/2029
- Visa status : Valid Visit Visa
- Mobility : Global
- Gender : Male
- Languages Proficiency : English,
malayalam, Hindi , Tamil
- Residential Address : Thottilapurath House
P O Anjur mundur Thrissur (Dst) Kerala

DECLARATION

I hereby state that the information given above is true to the best of my knowledge and belief.

Date :

Place :

Signature :