





# Linoy Francis

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## Objective

Seeking a challenging position in a progressive organization that gives me the scope to apply my knowledge and skills, that involve myself as a part of a team that dynamically work towards the growth of the organization. Also desires a position that would utilize my gained skills in communication blended with passion for services to Commercial Oriented Industry.

## Education

2016 - 2019

**Bachelor of Commerce(B.Com)**  
Sahrdaya College of Advanced Studies, Kodakara, Kerala, India

2014- 2016

**Higher Secondary(Commerce)**  
St. Antony's Higher Secondary School, Mala, Kerala, India

## Work History

January 2022 - February 2024

**Sales associate at KPJ Trading Company, Kerala, India**  
Worked as ASM at KPJ trading company, wholesale distributors for various varieties of biriyani rice and spices across Kerala.

- \* Finding and managing new valuable clients and creating agreements.
- \* Maintain relationship with clients directly and indirectly.
- \* Coordinating with sales and supply department.
- \* Collecting sales orders on regular intervals through direct visit or calls.
- \* Reminding payments dues and collecting cheque
- \* Identify and deals with clients complaints and solves by better communication with corresponding authorities.

April 2021 - September 2021

**Internship at AV STAR Co Kerala, India**  
Internship under the Marketing department  
Successfully completed six months of internship under the Marketing department of AV STAR Co. dealing with the distribution of GEEYEN IMPEX Products.

## Language Skills

English, Hindi, Malayalam

## Skills

- Efficient communicative and presentation skills
- Data entry proficiency in MS Excel (SUMIF,COUTIF,VLOOKUP,XLOOKUP)
- CRM software skills
- Inventory management skills
- Leadership skills
- Quick learner and easily adaptable
- Detail oriented and can work under extreme pressure
- Critical thinker and meets goals and tasks on time
- Efficient management skills

## Visa status

Visiting visa

Validity: 30/06/2024