



**JOHN GODSON**

**+971568496946**

**John.godson10@gmail.com**

## Skills

- Good communication and interpersonal skill.
- Trustworthy. Calm under pressure, reliable.
- Strong leadership qualities, ability and desire to work within team structure.
- Self-motivated, enthusiastic very energetic and easy to communicate with associates.

## Language

|           |                        |
|-----------|------------------------|
| ENGLISH   | <div><div></div></div> |
| MALAYALAM | <div><div></div></div> |
| HINDI     | <div><div></div></div> |
| ARABIC    | <div><div></div></div> |

## Personal Details

**PASSPORT NO** : Z2880149

**DATE OF BIRTH** : 10/03/1995

**MARITAL STATUS** : SINGLE

**VISA TYPE** : EMPLOYMENT VISA

## Hobbies

- Reading,
- Watching movie

## SUMMARY

*To seek a position in a reputed organization where I can utilize my skills and abilities that offer professional growth while being resourceful, innovative and flexible and contribute for the growth of the organization*

## EDUCATION

- Diploma in Automobile Engineering (SKILTEK COLLEGE, KARNATAKA, INDIA)
- 12<sup>TH</sup> Standard ST. ALBERT HIGHER SECONDARY (KERALA, INDIA)
- 10<sup>TH</sup> Higher secondary school (KERALA, INDIA)

## EXPERIENCE

### June 2023 – Present

Assistant Manager ADNOC Distribution Dubai, UAE

- Maintain and update records.
- Provide the report on time and respond telephone call and e-mail.
- Ensure the good customer service.
- Care about the company assets.
- Control the manpower, prepare work schedule.
- Listen and follow the management instruction, company policy and procedure.
- Ensure availability of main products and c-store item
- Handle and manage the customer complaints.
- Ensure 100% HSE followed by all in SS premises.
- Give the safety talk/briefing and awareness regarding safety, circular, promotions and customer service to the staff.
- Monitor sale to achieve the monthly target as per KPI.
- Enter defects and follow up with concerned maintenance supervisor.
- Prepare annual leave schedule, staff passport request.
- Monitor staff attendance/absent and violation and correct if justified
- Preparing daily and monthly sales report

### February 2022 – June 2023

Shift Supervisor ADNOC Distribution Dubai, UAE

- Preparing shift activities
- Solving customer complaints
- Depositing cash on SCDM
- Preparing cash book, shift wise lose, gain, void and Refund
- Receiving petroleum and other products
- Managing staff on shift

### December 2021 – February 2022

Sales Attendant ADNOC Distribution Dubai, UAE

- Handling cash, card and other payments
- Providing good customer service and focusing to sale target
- Following HSE rules

**June 2018 – August 2020****SALESMAN AL-FAJER AUTO SPARE PARTS- RAS AL-KHAIMAH**

- *Conducted product demonstration and provided in depth product knowledge to customer*
- *Evaluating and comparing current market price of the raw materials to maintain good profit level*
- *Ability to build and maintain strong customer relationships, fostering repeat business and loyalty*
- *updating the product as per the stock availability*
- *Proven track record of meeting and exceeding sales targets*

**June 2016 – May 2018****INDOOR SALESMAN KARACHI HOME APPLIANCE- RAS AL-KHAIMAH**

- *Extensive experience in selling a wide range of home appliances*
- *Proven track record of meeting and exceeding sales targets*
- *Exceptional customer service skills with a focus on understanding customer needs and providing tailored solution.*
- *Collaborated with the team to streamline sales processes and improve customer experience*

**Certification**

- *Award Best performer of the year-2022*
- *SHUKRAN Award for the year- 2023*
- *Fire and Safety certificate*

**Declaration**

I hereby affirm that all details provided above are true to the best of my knowledge. I shall carry myself in a manner that lends dignity to the organization and worthy of the trust reposed in me

**JOHN GODSON**