



# JAIN JAMES

## CONTACT ME

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☎ +971-589369506

📍 Ras Al-Khaimah, UAE

## PERSONAL INFO

Nationality : Indian  
Gender : Male  
Marital Status : Married  
Date of Birth : 24/06/1990  
UAE Driving License : 271118 (LMV)

## LANGUAGES KNOWN

English	●	●	●	●	●
Malayalam	●	●	●	●	●
Hindi	●	●	●	●	●
Arabic	●	●	●	○	○

## KEY SKILLS

- Sales Presentation
- Sales Forecasting
- Staff Management
- Sales Expertise
- Database Management
- Goals and Performance
- Project Management
- Service Promotions
- Order Management
- Territory Management

## ABOUT ME

Accomplished Sales Executive with years of experience in consistently promoting the company brand. Passionate expert and valuable business consultant with talents in analysis, consumer knowledge, and industry dynamics. Coordinating with customers, retail partners, and distribution partners to accomplish sales goals while maintaining strong professional relationships.

## Professional Experience

### 📁 Sales Executive

Quick Travel & Tourism, Ras Al Khaimah, UAE

**01/03/2023 - Present**

### Duties & Responsibilities

- Setting sales goals and developing sales strategies.
- Researching prospects and generating leads.
- Contacting potential and existing customers on the phone, by email, and in person.
- Handling customer questions, inquiries, and complaints.
- Preparing and sending quotes and proposals.
- Managing the sales process through specific software programs.
- Building and maintaining a CRM database.
- Meeting daily, weekly, and monthly sales targets.
- Participating in sales team meetings.

### 📁 Data Entry Clerk

RAK Hospital, Ras Al Khaimah, UAE

**01/05/2021 - 28/02/2023**

### Duties & Responsibilities

- Gathering invoices, statements, reports, personal details, documents, and information from employees, other departments, and clients.
- Scanning through information to identify pertinent information.
- Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing.
- Creating accurate spreadsheets.
- Entering and updating information into relevant databases.
- Ensuring data is backed up.
- Informing relevant parties regarding errors encountered.
- Storing hard copies of data in an organized manner to optimize retrieval.
- Handling additional duties from time to time.

## SOFTWARE PROFICIENCY

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- Sap B1
- Tally ERP
- Peach Tree
- Quick Books
- Ms Office
- Outlook

## Stock Controller

Fathima Group of Companies, Ras Al Khaimah, UAE

**01/12/2018 - 30/04/2021**

### Duties & Responsibilities

- Coordinating stock control operations with warehouse staff, as well as the sales and finance departments.
- Analyzing supply chain data to ensure the uninterrupted availability of stock.
- Forecasting supply and demand to prevent overstocking and running out-of-stock (OOS).
- Evaluating vendor's and suppliers' offers and negotiating profitable purchase prices.
- Placing and receiving orders to replenish stocks as needed.
- Tracking shipments and coordinating internal stock transfers, as well as resolving delays.
- Overseeing stock storage processes, including tagging, boxing, and labeling.
- Maintaining a steady flow of stock from storage to where it is needed.

## EDUCATION

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### B.Com

IGNOU University

Kerala, India

**2012**

### Higher Secondary (CBSE)

Board of Higher Secondary Examinations

Kerala, India

**2008**

### Secondary (CBSE)

Board of Public Examinations

Kerala, India

**2006**

## DECLARATION

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I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

**JAIN JAMES**