JIJO PARAYIL JOHN

📞 0561659295   ✉ jijoparail@gmail.com   📍 Dubai,UAE

EDUCATION

Bachelor of Arts : Economics
University Of calicut
2005-2008

Commerce
Higher Secondary Borard of kerala
2003-2005

CERTIFICATION

Diploma in foreign and financial accounting

COMPUTER SKILL

- MS OFFICE
  Word, Excel, Power point,Outlook
- Solver inventory system

PERSONAL DETAILS

- NATIONALITY   : INDIA
- DOB   : 13/05/1988
- VISA STATUS   : VISIT VISA
- PASSPORT NO   : W4334839
- MARTIAL STATUS : MARRIED

LANGUAGE

- ENGLISH
- HINDI
- ARABIC
- MALAYALAM
- TAMIL

ABOUT ME

Results-oriented sales and management professional with over 10 years of experience in the retail, accounting, and finance industries. Proven ability to increase sales, improve customer satisfaction, and lead and motivate teams.Seeking a challenging sales or management position in a fast-paced and dynamic environment where I can use my skills and experience to make a significant contribution.

SKILLS

- Leadership and team management
- Strong communication and interpersonal skills
- Data Analysis and Reporting:
- Financial and budgeting skills
- Sales Promotion and Projections
- Attention to detail and accuracy in work
- Adaptability and flexibility
- Inventory Management
- Financial and budgeting skills

WORK EXPERIENCE

ASSISTANT MANAGER

NADA HAPPINESS TRADING LLC- Oman   06/2018- 01/2023

- Increased monthly gross sales from $250K to $300K, exceeding goals for sales, revenue, and profit margins.
- Strengthened merchandising and promotional strategies to drive customer engagement and boost sales.
- Coached sales associates on product specifications, sales incentives, and selling techniques, significantly increasing customer satisfaction ratings.
- Directed merchandising, promotion, and brand loyalty efforts for the business segment with the greatest sales volume.
- Collected and analyzed data on customer demographics, preferences, needs, and buying habits to identify potential markets and factors affecting product demand.

WORK EXPERIENCE

BUYING ASSISTANT

AL ZHAHRA TRADING COMPANY-Kuwait   06/2012 - 01/2018

- Increased sales rates by 50% by offering advice on purchases and promoting additional products.
- Managed daily sales floor operations to improve customer loyalty by 90% and strengthen the brand.
- Taught salespeople to close deals and improve sales performance to increase revenue for the company.
- Oversaw employee performance, corrected problems, and increased efficiency to maintain productivity targets.
- Utilized Microsoft Word and various software tools for generating essential documents and communications, streamlining the order submission process for new inventory..

AUDIT EXECUTIVE

MUTHOOT FINANCE LTD - KERALA, INDIA   02/2010 - 05/2012

- Compiled general ledger entries on a short schedule with 100% accuracy, ensuring timely and accurate financial reporting.
- Resolved financial and tax issues for clients, providing expert advice and guidance
- Maximized customer satisfaction scores by delivering high-quality accounting services and exceeding expectations.
- Reported ROIs using Excel spreadsheets, providing valuable insights to help clients make informed business decisions.
- Maintained the integrity of the general ledger and chart of accounts, ensuring compliance with accounting standards and regulations.

SALES EXECUTIVE

FRANCIS ALUKKAS - KERALA, INDIA   06/2008 - 01/2010

- Increased revenue by 20% by implementing effective sales strategies and closing more deals.
- Presented products to clients using dynamic presentations and practical use-case scenarios, resulting in a 10% increase in conversion rates.
- Monitored customer buying trends, market conditions, and competitor actions to adjust strategies and achieve sales goals, exceeding targets by 15% each quarter.

DECLARATION

I hereby declare that the details and information given above are completely true and correct to the best of my knowledge and belief.

JIJO PARAYIL JOHN