

# JJO PARAYIL JOHN



DUBAI • 0561659295 • [jjo-parail@gmail.com](mailto:jjo-parail@gmail.com)

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## PROFESSIONAL SUMMARY

- Focused Assistant Manager with over 10 plus years of professional sales and management experience.
- Proficient in Microsoft Word , Excel ,PowerPoint and Outlook.
- Areas of specialization includes Sales, Market research, Auditing, Accounting, Purchasing and Office administration.

## SKILLS

- Sales Promotion and Projections
- Problem Solving
- Time Management
- Market Research
- Oral and written communication
- Customer Service Management
- Inventory Management
- Negotiation

## WORK HISTORY

### ASSISTANT STORE MANAGER

#### NADA HAPPINESS TRADING LLC - MUSCAT, OMAN

07/2018 - Current

- Strengthened merchandising and promotional strategies to drive customer engagement and boost sales.
- Increased monthly gross sales from \$ 250 K to \$ 300 K and exceeded goals for sales, revenue and profit margins.
- Coached sales associates in product specifications, sales incentives and selling techniques, significantly increasing customer satisfaction ratings.
- Directed merchandising, promotion and brand loyalty efforts for business segment with greatest sales volume.
- Achieved recognition for contribution to store success by optimizing sales.
- Conducted weekly staff meetings to motivate staff members, address concerns and questions, plan improvements, and evaluate progress toward goals.
- Collected and analyzed data on customer demographics, preferences, needs and buying habits to identify potential markets and factors affecting product demand.

## **BUYING ASSISTANT**

**AL ZHAHRA TRADING COMPANY - KUWAIT CITY, KUWAIT**

06/2012 - 01/2018

- Oversaw employee performance, corrected problems and increased efficiency to maintain productivity targets.
- Increased sales rates by 50% offering advice on purchases and promoting additional products • Managed daily sales floor operations to improve customer loyalty 90% and strengthen brand.
- Taught salespeople to close deals and improve sales performance to increase revenue for company.
- Used Microsoft Word and other software tools to create documents and other communications  
Submitted orders for new inventory

## **AUDIT EXECUTIVE**

**MUTHOOT FINANCE LTD - KERALA, INDIA**

02/2010 - 05/2012

- Compiled general ledger entries on short schedule with 100% accuracy.
- Resolved financial and tax issues and maximized customer satisfaction scores.
- Reported ROIs using Excel spreadsheets.
- Maintained integrity of general ledger and chart of accounts.

## **SALES EXECUTIVE**

**FRANCIS ALUKKAS - KERALA, INDIA**

06/2008 - 01/2010

- Increased revenue by implementing effective sales strategies in sales cycle process from prospecting leads through close.
- Presented products to clients using dynamic presentations and practical use-case scenarios.
- Monitored customer buying trends, market conditions and competitor actions to adjust strategies and achieve sales goals.

- **LANGUAGES: ENGLISH, HINDI ARABIC, MALAYALAM**

**VISA STAUTES:** VIST VISA

## **EDUCATION**

**Bachelor of Arts: ECONOMICS**

**UNIVERSITY of CALICUT - KERALA, INDIA 03/2008**

## **CERTIFICATIONS**

Diploma in foreign and financial accounting

## **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