

# JOSFIN MATHEW



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📍 Dubai, UAE

## CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

## ACADEMIC CREDENTIALS

- **DIPLOMA IN LOGISTICS**  
Blitz Academy Kochi | 2022
- **BCA**  
Navajyothi College Kannur, Affiliated with Kannur University, kerala | 2015-2018
- **HIGHER SECONDARY EDUCATION**  
Government Higher secondary school Kamballur, Kerala, India | 2013 – 2015
- **SSLC**  
St. Joseph higher secondary school cherupuzha | 2013

## COMPUTER PROFICIENCY

SAP	★★★★★
Ms Word	★★★★★
MS Excel	★★★★★
MS PowerPoint	★★★★★
MS Outlook	★★★★★
Internet & Email	★★★★★

## EMPLOYMENT CHRONICLE

**INSIDE SALES SPECIALIST** | June 2022- October 2022  
**SKILL LYNC, BANGALORE, KARNATAKA, INDIA**

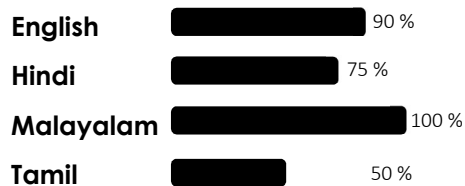
**OFFICE COORDINATOR** | Aug 2019- Sep 2020  
**AAYUSH ENGINEERING WORKS AND DRYERS AND MACHINERIES, KERALA, INDIA**

**OFFICE COORDINATOR, STORE KEEPER** | April 2018 - May 2019  
**TALAAL NOOR GENERAL TRADING L.L.C, DUBAI, UAE**

### Responsibilities:-

- Monitored inventory levels and replenish stock as needed.
- Forecasted supply and demand requirements to ensure stock availability.
- Ensure store is well organized
- Receive store deliveries.
- Processes the return of defective or expired items.
- Follow up on return process.
- Work closely with purchase department to order and receive items and equipment.
- Keeping up to date with the latest trends and products in Market
- Assist in vendor relationship management.
- Build business by selling prospects and maintain relationship with client by providing support, information and guidance.
- Cold- Calling the leads assigned.
- Receive and send emails.
- Answer phone calls and provide requested information.
- Deal with customer complaints or issues.

## LANGUAGES KNOWN



## INTERESTS



Songs



Reading

## REFERENCE

- Available upon request

## PROJECT

### ▪ ONLINE MARKET MANAGEMENT SYSTEM

The project deals with e-marketing system for the purchase and sale of products online.

The overall objective of the system is to bring the products sellers and purchasers around the globe closer to each other so that one can have the perfect buy.

## PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 31/08/1996
Nationality	: Indian
Passport No.	: R5041066

## DRIVING LICENSE DETAILS

- Holder of Valid **Indian** Driving License

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

**JOSFIN MATHEW**