


# Jyothish Prakash

## Sales cum Driver

Experienced Sales and Procurement Executive seeking a Sales Cum Driver role. Proficient in sales operations, customer engagement, inventory management, and product delivery. Skilled in driving, vehicle maintenance, and ensuring timely, efficient deliveries while maintaining high service standards.

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Sharjah, UAE 

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## WORK EXPERIENCE

### SALES & PROCUREMENT EXECUTIVE

DAR AL FALAH GENERAL TR LLC, SHARJAH, UAE

28 March 2023 – Present

#### Achievements

- Conducted virtual and in-person meetings with clients, presenting and demonstrating products to drive sales.
- Developed and maintained strong relationships with existing and new clients, resulting in increased business opportunities.
- Proactively handled customer inquiries, questions, and complaints, ensuring a high level of customer satisfaction.
- Created and submitted customized quotes and proposals to clients, addressing their specific needs and requirements.
- Managed the entire sales process using CRM software, from lead generation to closing deals.
- Achieved and exceeded daily, weekly, and monthly sales targets consistently, contributing to company revenue growth.
- Collaborated with vendors to evaluate and negotiate contracts for products and materials, securing the best prices.
- Conducted market research to identify the most cost-effective solutions for product/material procurement.
- Monitored inventory levels and coordinated timely reordering to prevent stock shortages and ensure smooth operations.
- Delivered products to customers on time and in optimal condition, maintaining high service standards.
- Kept accurate records of deliveries, ensuring seamless tracking and reporting for inventory and sales purposes.
- Managed vehicle operations, ensuring that Toyota Hiace Cargo Van and Toyota Camry were well-maintained and clean.
- Administered vehicle fuel logs, ensuring accurate tracking of fuel usage and timely reporting.
- Coordinated and managed vehicle documentation renewals, ensuring compliance with legal and operational standards.
- Submitted VAT returns accurately and on time, ensuring compliance with tax regulations.
- Prepared and processed invoices for sales and deliveries, ensuring timely payments and reducing delays.
- Assisted with office administration tasks, including scheduling meetings, maintaining office supplies, and preparing reports.
- Demonstrated excellent communication, negotiation, and problem solving skills, driving customer satisfaction and company success.



## TECHNICAL SKILLS

- MS Office
- Photo Shop
- Power Point
- Zoho Books
- windows XP



## EDUCATION

### HIGHER SECONDARY

Board of Higher Secondary Examination  
Kerala, India

### SSLC

Board of Public Examination Kerala, India



## TECHNICAL SKILLS

Sales Operations Management

Customer Relationship Management

Route Planning and Optimization

Vehicle Maintenance and Safety

VAT Submission

Documentation Compliance

Time Management

Problem-Solving

Communication Skills

Administrative Support

Record Keeping

Client Satisfaction

Multi-Tasking

## STOCKER (1YEAR IN MICRO-FULFILLMENT CENTER & 3 YEARS IN FRESH FOOD DEPARTMENT)

MAF CARREFOUR HYPERMARKET

26 March 2018 – April 2022

### Achievements

- Placed purchase orders to suppliers, ensuring timely procurement of required materials.
- Conducted thorough quality checks upon receipt of goods to ensure compliance with standards.
- Managed and maintained the warehouse chiller, ensuring optimal temperature conditions for stored goods.
- Performed deep cleaning of the warehouse chiller and laboratory area, ensuring a hygienic environment.
- Organized and displayed items according to FIFO (First In, First Out) method to maintain inventory rotation.
- Accurately priced products, ensuring competitive and consistent pricing for sales.
- Oversaw weekly inventory control, ensuring stock accuracy and minimizing discrepancies.
- Regularly updated records of slow-moving items and worked on strategies to reduce excess stock.
- Coordinated with suppliers and internal teams to ensure efficient stock levels and timely deliveries.
- Maintained accurate records of warehouse activities, improving operational efficiency and reducing errors.



### CERTIFICATION

"Successfully completed the CX Training program at Majid Al Futtaim Retail Business School, gaining expertise in customer experience strategies, client satisfaction enhancement, and retail industry best practices."



### PERSONAL DETAILS

Nationality	:	Indian
Date& Place of Birth	:	10/05/1995
Gender	:	Male
UAE Driving License	:	License No.4113091 (LMV - Manual)
Date Issue	:	14/04/2021
Passport No	:	R0555213
Date Issue	:	01/06/2017
Date Expiry	:	31/05/2027
Place of Issue	:	Cochin, India
UAE Visa Status	:	Employment Visa
Notice Period	:	2 Weeks

### DECLARATION

I hereby declare that the above-mentioned information is correct to the best of my knowledge and belief.

**JYOTHISH PRAKASH**