

# JITHIN JOY K



## Address

Dubai, UAE

+971522980476



jithinjoykuttikkat@gmail.com

Passport No: S 0897457

Valid until 04/04/2028

## Personal Details:

Date of Birth: 02/04/1997

## Languages Known:

English , Hindi , Tamil , Malayalam

## Skills & Expertise

- ✓ Inventory management.
- ✓ Store Operation
- ✓ Order Fulfillments
- ✓ Stocking & Supplying
- ✓ Customer Service
- ✓ POS System
- ✓ Record Keeping

## Objective

To work in responsible and challenging of professional organization where I can utilize my professional skills, knowledge and entire personality for the betterment of the organization and implement better ways and means to achieve the organizational goals and objectives.

## Education Qualification

- S S L C
- Plus Two (Higher Secondary)
- B. Com (Batchelor of Commerce)

## Summary Of Experience:

### 1. ADNOC Distribution , Abu Dhabi, UAE

FEB- 2022 TO PRESENT

Position: C-Store Incharge

## Job Responsibilities:

- Welcome and greet customers
- Maintain a fully stocked store.
- Attend customer inbound calls.
- Ensure high levels of customer satisfaction through excellent sales service
- Customer service and sales support
- Preparing weekly and monthly report

### 2. Bharati Airtel, Kerala , India

JAN- 2019 TO AUG-2021

Position: Sales Executive

## Job Responsibilities:

- Establish relationship with new customers
- Maintain and grow relationship with existing customers
- Keep a high level of knowledge about existing product and services and learn about new product and services
- Met with customers to determine their specific needs and wants making suggestions as appropriate

## Accomplishment

- Increasing the loyalty or satisfaction of existing customers
- Solving a problem or Challenge

3. **Big Mart Ltd.Banglore, Karnataka, India**

**JAN- 2017 TO DEC-2018**

**Position: Cashier**

**Job Responsibilities:**

- Greeted customers to the store, following through on requests and orders
- Managing cash credit debit and credit exchanges with pos systems
- Providing high quality customer service and problem solving
- Building report with customer to ensure repeat business

**Accomplishment**

- Handled cashier duties, provided excellent customer service, resolved customer complaints and inquiries
- Operated pos while maintaining cash - draw accuracy
- Opened and closed the registers and monitored cash limits

**Declaration**

I have proven skills and initiative in understanding fast and taking the productionteam towards successsfully and timely completion thereof.

I am looking forward for your kind reply in this regard.

**Jithin Joy K**

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