



# JOSEMON STANLY

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## PROFESSIONAL SUMMARY

Results-driven professional with six years of experience in procurement, finance, administration, sales, and warehouse management. Adept at streamlining business operations, ensuring financial accuracy, and driving sales growth. Seeking a challenging role to contribute expertise in financial management, procurement, and process optimization using data-driven decision-making and strategic problem-solving.

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## KEY SKILLS

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|--------------------------------|---------------------------------------|---------------------------------|
| • Inventory Management         | • Supplier & Vendor Negotiation       | • Sales Strategy Implementation |
| • Warehouse Coordination       | • Customer Relationship Management    | • Compliance & Audit Management |
| • Billing & Invoicing Accuracy | • Process Optimization & Cost Control | • Business Process Improvement  |
| • Financial Data Entry         | • Financial Reporting & Analysis      | • Cross-functional Coordination |

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## WORK EXPERIENCE

**Admin cum Sales Executive**, Dew Diamonds Private Limited | Thrissur, Kerala      **February 2024 - February 2025**

- Oversaw administrative operations, optimizing workflow and ensuring seamless business functions.
- Developed and implemented strategic sales plans to drive revenue growth and enhance customer acquisition.
- Managed customer relationships, providing exceptional service and ensuring high client satisfaction.
- Handled order processing, invoicing, and maintained accurate sales records for financial tracking.
- Collaborated with cross-functional teams to align sales and administrative processes with company objectives.
- Conducted market research to identify new business opportunities and customer preferences.
- Assisted in budgeting and financial planning, ensuring cost-effective resource allocation.
- Maintained compliance with company policies and industry regulations.

**Purchase & Warehouse Assistant**, Trichur Surgicals | Thrissur, Kerala      **October 2021 - February 2024**

- Managed procurement operations, ensuring efficient material sourcing to meet organizational requirements.
- Oversaw warehouse operations, optimizing the supply chain through effective inventory management.
- Negotiated with suppliers to secure cost-effective contracts and maintain strong supplier relationships.
- Implemented streamlined purchasing processes, enhancing operational efficiency and cost savings.
- Monitored inventory levels, reducing stockouts and preventing excess stock accumulation.
- Conducted regular audits to ensure accurate inventory tracking and warehouse organization.
- Collaborated with internal teams to align procurement and logistics functions with business goals.
- Analyzed market trends to forecast demand and adjust procurement strategies accordingly.

**Accountant Trainee**, L R Association | Kerala, India      **January 2021 - August 2021**

- Recorded and maintained accurate financial transactions, ensuring timely data entry.
- Assisted in managing and reconciling general ledger accounts, ensuring accuracy and compliance.
- Conducted bank reconciliations, identifying and resolving discrepancies promptly.
- Tracked and reported expenses, providing insights for cost control and budgeting.
- Supported the preparation of financial statements and reports for management review.
- Utilized Tally ERP software for efficient financial record-keeping and reporting.
- Participated in team discussions to improve accounting processes and financial analysis.
- Assisted in audit preparation, ensuring compliance with accounting standards.

**Billing Executive**, Anna Electricals Power and Solar Pvt Ltd | Kerala, India

May 2019 - February 2020

- Processed and verified billing transactions, ensuring accuracy and compliance.
- Identified and resolved billing discrepancies, maintaining error-free financial records.
- Addressed customer billing inquiries, providing prompt and effective solutions.
- Maintained well-organized billing records for easy access and auditing.
- Assisted in financial reporting, contributing to the organization’s financial transparency.
- Coordinated with the finance team to ensure seamless financial transactions.
- Suggested and implemented process improvements for enhanced billing efficiency.
- Ensured compliance with company policies and regulatory requirements.

**Sales Executive**, Max QRS Solitaire | Thiruvananthapuram, Kerala, India

June 2016 - September 2017

- Developed strong customer relationships, enhancing sales and increasing brand loyalty.
- Implemented sales strategies that exceeded targets and contributed to business growth.
- Provided customers with detailed product information, ensuring informed purchase decisions.
- Resolved customer inquiries promptly, ensuring high levels of satisfaction.
- Optimized product placement strategies to maximize visibility and sales.
- Monitored market trends and competitor activities, identifying new business opportunities.

EDUCATIONAL QUALIFICATION

**Bachelor of Commerce (B.Com) in Finance**

2015 – 2018

Co-operative Arts and Science College | Thiruvananthapuram, Kerala, India

ADDITIONAL INFORMATION

- **Software Knowledge** : Tally ERP, Microsoft Office (Word, Excel, PowerPoint)
- **Languages** : English, Tamil, Hindi, Malayalam

PERSONAL DETAILS

- Nationality: Indian
- Date of Birth: 11/05/1996
- Visa Status: Visiting Visa

DECLARATION

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