

PERSONAL INFORMATION



JOYEL JOSEPH MONTEIRO

Visit Status: Visit Visa.
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PERSONAL STATEMENT

Versatile professional with **over ten years** of experience in various roles and latest served as Visual Merchandiser, E-commerce, Cashiering, and Administrative assistant. Excellence in defining, designing and implementing creative visual merchandising strategy. Proficient in checking all local suppliers invoices and clearing all pending invoices and documents at end of day. Accomplished academic foundation with Bachelor of Commerce (B. Com), Diploma in Tally Erp9 & Business Computer Application and Diploma in Industrial Safety. Articulate communicator with outstanding analytical abilities, problem-solving, decision-making and interpersonal skills.

CORE COMPETENCIES

- Aim to align my personal growth with dynamic corporate environment
- Strive for consistent upward trajectory in both my functional skills and overall personal development to prepare for future challenges
- Commit to taking on responsibilities with focus on delivering optimal and consistent results
- Prioritize efficiency and effectiveness to ensure tasks are completed to highest standard.
- As quick learner, Adapt to new job environments

WORK EXPERIENCE

Dec 2021 - May 2023

Visual Merchandiser, E-commerce. Cashiering. Admin Assistant | Waitrose Spinneys Partners LLC, UAE, Abu Dhabi

Responsibilities:

- Created window displays, signage, interior displays, floor plans, and special promotional displays
- Developed and executed innovative visual merchandising strategy
- Reviewed invoices from local suppliers and ensuring all pending invoices and documents are processed by end of each day
- Oversaw cash counter operations, reconciling transactions, and ensuring accuracy at end of each day

Mar 2021 - Nov 2021

Customer service and in-store picker and processing | National Catering Company LLC, YUM Your Urban Market, Al Bateen, Abu Dhabi

Responsibilities:

- Operated cash registers to process customer transactions
- Provided receipts, refunds, change, or tickets as needed
- Accepted payments, whether in cash or credit
- Managed transactions through Instashop, Talabat, and Now Now platforms
- Reconciled daily sales records at end of each day

Nov 2017 - Feb 2020

Advisor | KOTAK Mahindra Old Mutual Life Insurance Limited, Mangalore, India

Responsibilities:

- Cultivated positive relationships with customers and advocating for new insurance products
- Acquired new customers through cold calling, networking, and cross-selling efforts
- Assessed unique needs and financial circumstances of individual customers and recommending protection plans that align with their criteria

May 2013 - Sep 2017

Sales Executive | M/s. Country Club Private Limited Mangalore India

Responsibilities:

- Liaised with clients and investor relationship managers
- Compiled reports, updated customer contact information, and manage office routines
- Monitored competition by gathering current marketplace information on holiday packages
- Delivered hour-long presentations to clients showcasing holiday packages
- Fulfilled additional responsibilities as directed by management

SKILL SET

- | | |
|-----------------------------------|----------------------------------------|
| • Cash Counter Management | • Competition Monitoring |
| • Transactions Management | • Reports Preparation |
| • Payments Collecting | • Team Management |
| • Clients Relationship Management | • Customer Contact Details Maintenance |

EDUCATION

2014

2013

2013

- Diploma in Industrial Safety from Western Institute Mangalore, India
- Diploma in Tally Erp9 & Business Computer Application from ICAF Institute
- Bachelor of Commerce (B. Com) Milagres College. Mangalore University