

To be a successful professional in sales by joining an organization that can provide me opportunities to widen my skills to grow & expand with the organization.

Professional Profile

- Having 3+ years of experience in Sales.
- Effective communicator when speaking to clients or colleagues and when dealing with written correspondence.
- Strong listening skills to give customers a sense that their questions or concerns will be dealt with immediately.
- Commitment to providing excellent customer service in all aspects of a sales transaction.
- Fine attention to detail where mistakes or other discrepancies are spotted.

Education

- SSLC & Plus two
 - ITI in Automobile
 - Diploma in Mechanical engineering
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Work History

NATIONAL FOOD PRODUCTS COMPANY, SHARJAH SALESMAN DELIVERY DRIVER

01-07-2020 - till date

- Drive trucks to scheduled routes & deliver fresh food items to different markets and receiving the invoice from customers.
- Filling important documents and communicating relevant information to the supervisor.
- Ensuring the adequacy of sales related equipment or material
- Responding to complaints from customers and give after-sales support when requested.
- Store and sort financial and non-financial data in electronic form (invoices and receipts) and present reports to the Accounts department.
- Handling the processing of all orders with accuracy
- Inform clients of unforeseen delays or problems



MANOJ E M

Contact

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Personal Details

Nationality - Indian
DOB – 16 July 1992

Visa- Transferable

Licence(UAE) – Light
Passport – R8069355

SKILLS

Time Management

Team Leadership

Handling pressure

Problem solving

OASIS PRODUCTION, UAE

Production Helper

15-12-2019- 30-06-2020

- Assist with production line in factories
- Load and unload items from machines
- Take instructions from supervisors, following production guidelines and specifications
- Reporting any issues to the supervisor on duty
- Operating and maintaining machinery and production line equipment
- Monitoring the assembly line and removing faulty products
- Following health and safety standards
- Maintaining a clean workstation and production floor
- Performing other tasks as assigned

DECLARATION

I hereby declare that the information furnished above is true.

Manoj EM

Adaptability

Presentation

Expert in delivering

LANGUAGE

English

Hindi

Malayalam

Tamil