

# RESUME

## PRAVEEN RAJ P S

C/O PREMARAJAN P  
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## EDUCATION

- 2007 – 2009 **SECONDRY SCHOOL EDUCATION**  
(GOVT.BOYS HIGHER SECONDRY SCHOOL ATTINGAL, KERALA)
- 2009 – 2011 **HIGHER SECONDRY SCHOOL EDUCATION**  
(SHREE VIDHYADHIRAJA E.M HIGHER SECONDRY SCHOOL ATTINGAL,KERALA)
- 2011 – 2014 **BACHELOR OF COMMERCE**  
(COLLAGE OF ENGLISH ATTINGAL, KERALA UNNIVERSITY)

## EXPERIENCE

- 2015-2018 **WORKED AS TECHNICAL OPERATOER (2.5 YEARS)**  
(AT ASIANET SATELLITE COMMUNICATION LTD (P) INDIA)
- 2018-2023 **WORKED AS SALES MAN (5.6YEARS)**  
(AT AL WATAN ALUMINIUM & GLASS QATAR)

### KEY RESPONSIBILITIES

SALES  
SALES REPORTS  
QUOTATIONS PREPARATION  
PRODUCT DISPLAY  
GUIDING CUSTOMERS  
COMPLAINTS RESOLVE  
COLLECTION OF BILLS/CREDIT  
LOCAL PURCHASE  
PRODUCT KNOWLEDGE  
STOCK UPDATE  
CUSTOMER FEEDBACK  
TARGET ACHIEVEMENT  
DELIVERY PREPARATIONS  
BOOK KEEPING RECORDS  
FOLLOW UP  
CASH HANDLING

## BASIC INFO

**AGE:** 30

**DATE OF BIRTH:** 19-04-1994

**NATIONALITY:** INDIAN

**LANGUAGES KNOWN:** ENGLISH, HINDI, ARABIC, MALAYALAM, TAMIL

**PASSPORT NO:** B8632252

## SKILLS

**CERTIFICAT COURSE IN AUTOCAD FROM TCIL IT**

**CIVIL DESIGN WITH AUTOCAD FROM GOVT. ITI**

**COMPUTER HARDWARE MAINTENANCE**

**MS WORD**

**MS EXCEL**

**INTERNET OPERATIONS**

## DECLARATION

**I HEREBY AFFIRM THAT THE INFORMATION SHARED ABOVE IS ACCURATE AND RELIABLE, TO THE BEST OF MY KNOWLEDGE AND BELIEF. I COMMIT TO PERFORMING MY DUTIES WITH UTMOST SINCERITY AND PROFICIENCY, ENSURING THAT MY ACTIONS ALWAYS ALIGN WITH THE VALUES AND OBJECTIVES OF THE ORGANIZATION**

**NAME** PRAVEEN RAJ PS  
**PLACE** DUBAI