

PERSONAL

- Address

 Shabia 09, Musaffah, Abu Dhabi

 UAE
- Phone Number0547502513
- Email renjojoy969@gmail.com
- Date of Birth

 12-09-1998
- Nationality

Visa Status: Employment Visa

Passport Number: T6900382

Driving license, No: 2764143

Light motor vehicle

RENJO JOY

Career Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Work Experience

Sales Executive

Gulf Pure Water Company (ICAD -1, Mussafah) August 2021 – Present Abu Dhabi UAE

- Meeting with clients virtually or during sales visits.
- Demonstrating and presenting products
- Dealing With credit and cash Customers
- Managing And troubleshooting all sales issues
- Maintaining accurate records
- Controlling And managing all sales man
- Responsible For Purchase orders and Inventory Control
- Cheque or Cash collection

Assistant Store Supervisor

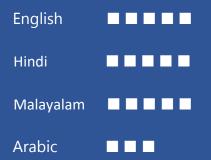
VKL Seasoning Pvt Limited Jan 2019 – March 2021 Kerala, India

- Arranging the goods
- Issuing raw material for production
- Monthly stock checking
- Verifies, updates, and reconciles inventory information
- determines proper floor and shelf location for supplies
- Maintains inventory records by adding or deleting items as they are issued or received

Areas of Expertise

- Microsoft Office
- Commercial Awareness
- Data entry
- Coordinating
- > Sales supervision
- Presentation and communication skills.

LANGUAGES



Educational Qualification

Bachelor of Commerce Co-operation

2019

Mahatma Gandhi University

Higher Secondary

2016

Board of Higher Secondary Education

SSLC

2014

Board of Public Examination

Declaration

I hereby declare that the above-mentioned information is accurate to the best of my knowledge and belief.

Yours Sincerely,

RENJO JOY