



# RENJO JOY

## PERSONAL



Address

**Shabia 09, Musaffah, Abu Dhabi  
UAE**



Phone Number

**0547502513**



Email

**[renjojoy969@gmail.com](mailto:renjojoy969@gmail.com)**



Date of Birth

**12-09-1998**



Nationality

**Indian**

Visa Status: **Employment Visa**

Passport Number: **T6900382**

Driving license, No: **2764143**

**Light motor vehicle**

## 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

English ☒ ☒ ☒ ☒ ☒

Hindi ☒ ☒ ☒ ☒ ☒

Malayalam ☒ ☒ ☒ ☒ ☒

Arabic ☒ ☒ ☒

## 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