



## Contact

### Phone

+971 543414928

### Email

Rohitreejans@gmail.com

### Place

Dubai, UAE

## PERSONAL DETAILS

Date of Birth: 18/09/2002

Nationality: Indian

Visa Status: Employment visa

Marital Status: Single

Driving License: India

Passport No: W1494714

Issue Date: 01/07/2022

Expiry Date: 30/06/2032

## Language

English Malayalam

Tamil Hindi

# ROHIT REEJANS

## BACHELOR'S OF COMMERCE

Seeking a role at the reputed organisation to utilize my skills that can contribute to the company's growth as well as enhance my knowledge by exploring new things. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

## EXPERIENCE

FEBRUARY 2024

Abu Dhabi Co-op Society - UAE

Sales Assistant

Quickly and accurately scan all the products to minimize customer wait time.

Reviewing receipts to ensure that they were printed correctly

Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.

MAY 2022 - SEPTEMBER 2023(Part Time)

Muffin House Tvm- India

Head Sales Representative

Present, promote and sell products/services using solid arguments to existing and prospective customers. Perform cost-benefit and needs analysis of existing/potential customers to meet their needs. Establish, develop and maintain positive business and customer relationships. Reach out to customer leads through cold calling. Expedite the resolution of customer problems and complaints to maximize satisfaction. Achieve agreed upon sales targets and outcomes within schedule. Coordinate sales effort with team members and other departments. Keep abreast of best practices and promotional trends.

JANUARY (PART TIME)

OMKV Provisional Store

BUSINESS ANALYST

Analysing the inter and intra environment of the firm and initiating new business ideas or refine the current strategies for the effective and efficient future run of the business firm. Make sure the currently pursuing ideas are helping the firm to attain new customers and making each and every customer more potential towards the firm.

## EDUCATION

Tally

St. Xaivers tvm,  
india

Bachelor of commerce

University of Kerala

Higher Secondary Education

St.Joseph's HSS Palayam

SSLC

St.Joseph's HSS Palayam

## KEY SKILLS

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Communication Skill

Leadership

Problem Solving

Project Management

Marketing

Team work

Interpersonal Communication

Customer Service

Flexibility

Management skill

Software skill

MS office

Basic computer operational activity

## PERMANENT ADDRESS

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TC 46/724

RR HOUSE

CHERIYAMUTTOM

POONTHURA PO

TRIVANDRUM 695026

KERALA

INDIA

## ACHIEVEMENTS

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- Retail Customer Service Training Program  
Co-operative society, Abu Dhabi, UAE- 2024  
Best employee of the month  
Muffin house tvn, india- 2023
- Essential Food Safety Training  
Abu Dhabi agriculture and food safety  
authority, UAE - 2024

## RESPONSIBILITIES

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- Plan, Budget and Execute projects cost effectively.
- Leading a team of well-trained manpower
- Interact with various agencies in connection with the project.
- Lead the initial stage of any activity and ensure that all the documents, material, resources and the site team fully understand their role.
- Ensure the provision of adequate resources and tools at site.
- Ensure that the work being executed as per the approved drawing, specifications and Method Statement.
- Responsible for reviewing the drawings, method statement and ITPs prior to start any activity.
- Coordinate closely with other department for resolving any issues which can affect the work progress safety or quality.
- Ensure that all the safety requirements are being taken prior starting any activity.

## DECLARATION

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I hereby declare that the above information is true to my knowledge and I bear the responsibility for any correction in the above-mentioned particulars.