



SIJOMON JOY

I seek a challenging assignment in organization that will utilize my knowledge and experience. My aim is to contribute to the objective of the organization and to grow with it. Having an experience in the fields of competition I can be sure of my commitments towards the Company which will endeavour far most in achieving goals

CONTACT

Phone:

+971 564533203

Email:

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Current Location:

Sharjah, UAE

EDUCATION

- **Diploma in Financial & Accounting from TCIL/Govt. Of India.**
- **Polytechnic Diploma (Applied Electronics) from Model Polytechnic College, Mattakkara, Kerala**
- **Higher Secondary from National Institute of Open Schooling (NIOS), Thiruvalla, India**
- **SSLC from SVRV NSS HS, State Board of public examination, Kerala, India**

REWARDS AND APPRECIATION

- **Best Employee Award of the month (06 times from Emarat)**

PERSONAL DETAILS

- Nationality : Indian
- Gender : Male
- Marital status : Single
- Visa Status : Employment
- Passport No : M3958067
- Date of issue : 28.11.2014
- Date of Expiry : 27.11.2024

UAE DRIVING LICENSE DETAILS:

- License No : 4335095
- Date of issue : 09.09.2022
- Date of Expiry : 09.09.2024
- Category : Automatic

EXPERIENCE

Since 2017 to Till date

Emirates General Petroleum Corporation (EMARAT) ,Dubai

Sales Merchandiser Cum Customer Service Assistant

- Collaborating with suppliers, manufacturers and stores to ensure proper execution of plans
- Creating and organizing promotions and advertising campaigns
- Managing layout plans of store and maintain inventory of products
- Analyzing sales figures, market trends and customer behavior to determine product needs.
- Stocking sales floor shelves and creating attractive product displays
- Managing budgets
- Handling all incoming customer queries and questions
- Providing the appropriate service and information or referring clients to another department
- Referring problematic issues that they cannot solve to management
- Resolving customer complaints and issuing refunds as needed
- Maintaining an accurate Customer Relationship Management (CRM) database by entering and updating client information

2015 to 2017

DTDC Express LTD,India

Courier Cargo Service Driver

- Delivering from warehouse premises to commercial properties and residential homes.
- Completing paper works when collecting delivering packages.
- Excellent time management.
- Driving safety and following for heavy traffic in rush hours.
- Commutating any problems with management in a timely and professional manner.
- Responsible for day-to-day maintenance of van including daily check of oil water and lights.
- Responsible for the physical handling of packages. Caring fragile items with care and lifting heavy packages in appropriate manners.
- Responding to customer request in a polite and cheerful manner

SKILLS

- Independence.
- Professionalism.
- Organization.
- Time management.
- Interpersonal skills.
- Written communication.
- Verbal communication.
- Attention to detail.
- Good team Spirit and Hard Working Nature

Declaration

I hereby declare that all the information given above are true to the best of my knowledge and I bear the responsibility of the above-mentioned particulars.

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