



JITHISH KARAYIL

Nationality: Indian

 (+91) 6282378830

Date of birth: 16/01/1992

Gender: Male

 **Email address:** jithishkarayil@gmail.com

 **WhatsApp Messenger :** +971581531925

 **Address:** KARAYIL HOUSE Po. PERINJANAM THRISSUR KERALA , (INDIA)

8 *Year working Experience In Retail field*

WORK EXPERIENCE RETAIL STORE MANAGER

Lulu group international [25/07/2018 – 17/07/2022]

City: UAE

Country: United Arab Emirates

- Business or sector: Education

- Appropriately scheduling staff based on business trends to ensure adequate staffing at all times.
- Putting the customer at the heart of everything the retail store team does.
- Creating a buzz around new product launches.
- Delivering first class customer service and operational excellence.
- Giving expert advice to customers and advising them on product choice.
- Ordering more stock once existing levels reach a certain point.
- Achieving results through the retail sales team.
- Maintaining proper inventory controls.
- Achieving phenomenal sales through the highest standards of customer care

STORE CLERK (STORE KEEPER)

Lulu group international [28/05/2016 – 13/06/2017]

City: UAE

Country: United Arab Emirates

Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received.

Makes intra- and inter-campus deliveries of requested surplus office furniture and merchandise; maintains records of all deliveries.

Fills supply requisitions; assists buyer to order adequate merchandise and supplies; delivers orders to faculty and staff.

Receives, stores, tags and tracks surplus property; prepares property lists for items to be sold at auction.

Receives and stores documents and confidential files; maintains record of approved document and confidential file destruction.

Ships cancelled and damaged items back to vendors as appropriate.

Delivers and sets up furniture for various campus events as requested. Handles and documents storage, taints the warehouse, records

Hypermarket sales

assistant

Lulu group international [29/05/2014 – 08/04/2016]

City: UAE

Country: United Arab Emirates

Responsible for expanding sales in a designated territory and providing continuing service to general and specialty clients.

Responsible for increasing and maintaining market share for company products/services within a designated territory.

Keep developing an understanding of the issues and opportunities unique to each territory and communicating that to colleagues within the company.

Responsible for coordinating samples and promotional materials to maximize sales within company, regulatory, and ethical guidelines.

Achieve sales targets and goals set by the sales manager.

Generate and qualify sales leads to non-company customers by telephone canvassing, generation and follow-up of mail shots and cold calling

Negotiating variations in price, delivery and specifications with managers.

Advising on forthcoming product/services developments and discussing special promotions.

Accountable for all products' samples and associated materials in accordance with company standards and guidelines.

Responsible for planning and organizing each day's itinerary and associated meeting plan

LANGUAGE SKILLS

Mother tongue(s): **Malayalam** Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Tamil

Hindi

LISTENING C2 READING C2 WRITING C1

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

LISTENING C2 READING B2 WRITING A1

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

DIGITAL SKILLS

- SAP Intermediate / Microsoft Office, Microsoft Word, Microsoft Excel, Outlook, Facebook, Google / Microsoft Office: proficient user of Word, Excel and PowerPoint / Autodesk AutoCAD (Optimal Knowledge) / Google(Google meet, Google Docs, Google classroom, Google Forms, Google Drive, Google Slide / High-level teamwork skills gained from business cases competitions, Olympiads and debates / Ability to learn quickly, listen and communicate with others, correctly and motivated / Internet, E-mail and Social Media / creativity and passion for new solutions / Problem solving (problem analysis) / Organization planning and punctuality / Responsible y organized con Alta capacitate de orientar y coordinal / Good Leadership Qualities

EDUCATION AND TRAINING DIPLOMA electrical engineering

Electrical engineering [10/07/2009 – 28/05/2011]

Address: KERALA India Government of Kerala , 680687 KERALA (India)

Higher secondary school

Humanities [12/05/2006 – 15/07/2008]

Address: Government of KERALA , 680686 KERALA (India)

COMMUNICATION AND INTERPERSONAL SKILLS STRENGTHS

- Innovative & creative skills
- Good communication & team work skills
- Logical
- Confident to undertake any task and complete in given time
- Thrives under pressure
- Cheerful, poised manner & presentation, both in person and on the telephone.
- Able to priorities workload and work with minimal supervision.

MANAGEMENT AND LEADERSHIP SKILLS Management Skills

- Planning. Planning is a vital aspect within an organization. ...
- Communication. Possessing great communication skills is crucial for a manager. ...
- Decision-making. Another vital management skill is decision-making. ...
- Delegation. Delegation is another key management skill. ... ◦ Problem-solving. ... ◦ Motivating.

I sincerely declare that the facts provided in this resume are true and correct to the best of my knowledge. I hereby confirm that all the details furnished above are authentic and accurate to the best of my belief

INDIA,KERALA , 2/11/2022