

PRANAB V N



CONTACT

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- Palakkad, Kerala, India

ACADEMIC CREDENTIALS

- ITI (FITTER)** | 2017
Mountseena pvt. ITI
- Diploma**
Welding and Fabrication | 2014
CMJ University, India
- SSLC** | 2011
G.V.H.S.S Pathiripala
- PLUS TWO** | 2013
Devi collage Pathiripala

PERSONAL STRENGTHS

- COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- MANAGEMENT** - Management skills to direct others and review others performance.

COMPUTER PROFICIENCY

- MS-Office
- Basic Operation
- Internet & Email

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

- Team Work
- Work Ethic
- Communication
- Leadership
- Organization skills
- Time Management
- Interpersonal ability
- Detail Oriented
- Punctual
- Quick Learner
- Hardworking
- Analytic Skills

EMPLOYMENT CHRONICLE

SALES AND BILLING

Big Bazzar, Palakkad | 1 Year

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Redeem stamps and coupons.
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Maintain clean and tidy checkout areas
- Track transactions on balance sheets and report any discrepancies

SALES CONSULTANT

Kallekkad Grand Hyundai | 1Year

- Learn company's products and services offerings, features and pricing
- Find prospective customers and new target segments
- Helping them in doing the Test drive of the vehicles and help them understand the benefits and features of that particular vehicle.
- Ability to create sales through giving quality information that matches the needs of the customers.
- Must be knowledgeable in knowing all the dealership sales process.

DISTRIBUTION AGENT

AR Enterprises, Palakkad | 1 Year

- Daily process and input of all customer orders and distribution accounts.
- Perform accurate and timely data entry for receiving, order allocation, shipping and inventory management.
- Run stock reports to check for product availability.
- Maintain damage records and backorder logs.

LANGUAGES KNOWN

- English (R, W, S)
- Hindi (R, W)
- Malayalam (R, W, S)
- Tamil (S)

PASSPORT DETAILS

Passport No : T4508996
Date of Expiry : 24/2/2029
Place of Issue : Cochin

REFERENCE

- Available upon request

MACHINE OPERATOR

Aizar Pipes, Aluva | 4 month

- Operate specialty machinery to fabricate, manufacture, assemble, or move products.
- Maintain and monitor machine to make sure it functions properly.
- Understanding of how operated machine works.
- Conduct quality checks periodically.

PERSONAL DOSSIER

Gender : Male
Date of Birth : 12/02/1996
Nationality : Indian
Marital Status : Single
Religion : Hindu
Permanent Address : Vennekkad House
Kizhakkumpuram P.O
Palakkad Dist. -678642
Kerala, India

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

Place :

Date :

PRANAB V N