

Manoj TM

Detail-oriented and organized professional with 2 years of experience at ENOC. Proven ability to handle office administrative tasks efficiently, including data entry, filing, and scheduling. Strong communication and interpersonal skills with a focus on providing excellent customer service.

ENOC Accommodation 3, alqous, Dubai
+971547794634
manojthachamkottilmadhavan@gmail.com

EXPERIENCE

ENOC, Dubai UAE— *Sales assistant*

APRIL 2022 - PRESENT

- Managed office administrative tasks such as data entry, filing, and scheduling appointments.
- Assisted in maintaining office supplies inventory and placing orders when necessary.
- Coordinated meetings and appointments, ensuring schedules were organized and efficient.
- Handled incoming calls and emails, directing inquiries to appropriate personnel.

JOY ALUKAS, Bangalore India— *SALES REPRESENTATIVE*

2017 - 2018

- 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.

SKILLS

- Office Administration
- Data Entry
- Filing and Organization
- Scheduling
- Communication Skills
- Customer Service
- Time Management
- Microsoft Office Suite

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

PASSPORT DETAILS

- Passport No : R5230143
- Date of Issue : 20-10-2017
- Date of Expire : 19-10-2027
- Visa Status : EMPLOYMENT

LICENSE DETAILS

- License No : 4608617
- Date of Issue : 12-12-2023
- Date of Expire : 12-12-2025
- Permitted : LIGHT VEHICLE

EDUCATION

CAS Chelakkara , Bsc Electronics — *Degree*

2018 - 2021

ITI – Mechanic Motor Vehicle

2017

GVHSS Thiruvilwamala — *SSLC*

2013

LINKS

Linkedin Profile

https://www.linkedin.com/in/manoj-t-m-245a50247?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app