

**SANJU LOOVI**

Mobile: +971528608916

E-mail: sanjuloovi11@gmail.com**Personal Data**

Father's Name: Loovi Joseph

Date of Birth : 27th March
1992

Sex : Male

Nationality : Indian

Marital Status : Single

Languages : English,

Malayalam Tamil,

Hindi Arabic

Passport Details

Passport No: X7305788

Nationality : India

CAREER OBJECTIVE

I am Seeking a suitable position in the field of **Document Controller, Business Development, Accounts, Office Admin, Sales Executive, Cashier, Billing, Storekeeper, Telesales and Customer Care**. I am looking for a position where my past and varied experience would be fully utilized. I am confident that I can make a significant contribution to the success of my employer which will gain me career advancement opportunities. I aim to work hard in a corporate environment, which would help me to improve my personality traits and be creative in using my skills and proficiency in the best possible way to achieve professional Excellence and be an asset to the organization enabling mutual growth.

EXPERIENCE:

- Two year Experience as **Document controller at JAZP.COM** Bangalore 2021-2023
- One year Experience as **Document controller at SUTHERLAND GLOBAL SERVICE PVT LTD** 2020-2021.
- One Year Experience as a **Team Leader at SUTHER-LAND GLOBAL SERVICE PVT LTD 2019-2020.**
- One Years of Experience as a **Sales Executive at POPULAR VEHICLES AND SERVICES LTD. KANHANGAD, Kerala, India, 2018**
- One Year of Experience as a **Store keeper at MUMMUM RESTAURENT SHARJAH UAE, 2017.**

EDUCATIONAL QUALIFICATIONS:

- **Tally: G- Tech Computer Education** Kanhangad, Kerala, India 2019
- **MBA (Marketing and Human Resource Management) -** University of VTU, Karnataka, India.
- **Bachelor of Business Administration-** University of Kannur, Kerala, India - 2014
- **Plus Two Commerce-** Kerala Board, India- 2009
- **SSLC-** Kerala Board, India- 2007

COMPUTER KNOWLEDGE:

Operating System : Microsoft Windows Family

Office Software : Microsoft Office Suite

DECLARATION:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Sanju Loovi