



SOORAJ.SL

OBJECTIVE

Seeking for a responsible career-oriented position in a prestigious Organization where my professional capacity, ability, proficiency and Experience accomplishments will be utilized and shall allow me for an opportunity of growth to face the challenge of future commitment.

Experience

2021 - 2023

ZENTAPPS |Trivandrum, Kerala

SALES

- Attending initial sales meetings and meeting with the clients.
- Determining a client's business requirements and whether the products being considered are suitable
- Decide whether the software or hardware needs adapting to meet the clients' need
- Answering any technical questions, the client might have
- Presenting your findings to a technical team to act on, and then to the client.

2019 - 2020

i CRAVE INFRASTRUCTURES AND DEVELOPERS PVT LTD

| Trivandrum,KERALA

SUPERVISOR

- Completing analysis of the employee expenditures
- Managing income and expenditure accounts
- Generating the company financial reports using income and expenditure data
- Keeping a check on the companies' finances based on financial status

2016 - 2018

PROFESSIONAL SECURITY SYSTEMS | UAE

SECURITY GUARD

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry. Monitoring and managing CCTV ,control room
- Obtains help by sounding alarms.
- Controls traffic by directing drivers.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures
- Maintains environment by monitoring and setting building and equipment controls.
- Maintains organization's stability and reputation by complying with legal requirements

Contact

Phone

+971521231348

Email

ssooraj97@gmail.com

Address

UAE

Sharja,Rolla

Education

2013

BSC Computer science
Kerala University

2010

Plus Two
Higher Secondary Education

Skills

- Computer skills
- Good English communication skills
- Management Punctuality
- Ability to work underpressure

Language

English

Hindi

Malayalam

PERSONAL DETAILS: -

PASSPORT NUMBER : X9552242

MARITAL STATUS : SINGLE

NATIONALITY : INDIAN

DATE OF BIRTH : 14/10/1992

2015 - 2016

MANAPURAM FINANCE | Trivandrum, Kerala

CASHIER

- Handle cash transactions with customers
- Scan goods and collect payments
- Issue receipts, refunds, change or tickets
- Redeem stamps and coupons
- Make sales referrals, cross-sell products and introduce new ones.
- Issue receipts, refunds, credits, or change due to customers.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.

2013 - 2014

KERALA MARKET FED | KERALA

- Worked as supervisor on contract base with KERALA MARKET FED in SABARIMALA.
- Maintains safe and healthy work environment by establishing and enforcing organization standards; adhering to legal regulations.
- Organize workflow and ensure that employees understand their duties or delegated tasks
- Monitor employee productivity and provide constructive feedback and coaching
- Receive complaints and resolve problems
- Maintain timekeeping and personnel records
- Pass on information from upper management to employees and vice versa
- Prepare and submit performance reports
- Decide on reward and promotion based on performance

Reference

Akshay JS

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DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place:

Date: