

BIODATA

NAME : SIJAY KRISHNAN KK

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: +971556847636

NATIONALITY : INDIA

OCCUPATION : OFFICE BOY / SALES MAN / STORE KEEPER



CAREER OBJECTIVE

TO ENHANCE MY KNOWLEDGE AND CAPABILITIES BY WORKING IN A DYNAMIC ORGANIZATION THAT PRIDES ITSELF IN GIVING SUBSTANTIAL RESPONSIBILITY TO NEW TALENT

SKILLS

SOFTWARE SKILLS : OPERATING SYSTEM LINUX , WINDOWS 95,WINDOWS 7

WINDOWS 8,WINDOWS 10

PACKAGES : MS OFFICE

PERSONAL SKILLS : COMPREHENSIVE PROBLEM SOLVING ABILITIES ,

ABILITY TO DEAL PEOPLE DIPLOMATICALLY ,

WILLINGNESS TO LEARN THROUGH HARD WORK

EDUCATIONAL QUALIFICATION

<u>COURSE</u>	<u>INSTITUTE / COLLEGE</u>	<u>UNIVERSITY / BOARD</u>	<u>PERCENTAGE / CGPA</u>	<u>YEAR OF PASSING</u>
SSLC	STATE SYLLABUS	KERALA STATE	65 %	2011
PLUS TWO	STATE SYLLABUS	KERALA STATE	63 %	2013

EXPERIENCE

- OFFICE BOY AT - G TECH COMPUTER EDUCATION EDAPPAL – 2014-2016
- SALES MAN EXPERIENCE IN INDIA-HAPPY TRADERS (FOOD PRODUCTS) - 2017-2020

DUTIES & RESPONSIBILITIES

OFFICE BOY

- MONITORING THE USE OF EQUIPMENT AND SUPPLIES WITHIN THE OFFICE
- DEALING WITH QUERIES OR REQUESTS FROM THE VISITORS AND EMPLOYEES.
- COORDINATING THE MAINTANANCE AND REPAIR OF OFFICE EQUIPMENT.
- ASSISTING OTHER ADMINISTRATIVE STAFF IN WIDE RANGE OF OFFICE DUTIES.
- COLLECTING AND DISTRUCTING COURIERS OF PARCELS AMONG EMPLOYEES AND OPENING AND SORTING MAILS.
- HELPING THE RECEPTIONIST , SECRETARIES, OR OTHER ADMINISTRATIVE ASSISTANTS IN PERFORMING THEIR DUTIES.
- CO OPERATING WITH OFFICE STAFF TO MAINTAIN PROPER INTERACTION AND A FRIENDLY ENVIRONMENT WITHIN THE OFFICE.
- MAKE SURE OFFICE , TABLES , RECEPTION AND ALL AREAS CLEAN AND NEAT
- MAKE COFEE AND TEA AFTER SERVE TO STAFF AND GUESTS.

SALES MAN

- DELIVERING PURCHASE ORDERS AND INFORMING EXISTING CUSTOMERS OF NEW PRODUCTS.
- INCREASING SALES BY PROMOTING PRODUCTS AND ANALYZING COMPETITOR BEHAVIOR.
- SIGNING SALES CONTRACTS,TAKING PURCHASE ORDERS,AND COLLECTING PAYMENTS.
- SELLING PRODUCTS TO CUSTOMERS.

PERSONAL DETAILS

PRESENT ADDRESS : 121, ASCANA BUILDING
16TH STREET OPPOSITE
LULU SUPERMARKET
KARAMA , DUBAI

DATE OF BIRTH : 15-03-1996

NATIONALITY : INDIA

PASSPORT NO : R1855058

VISA STATUS : VISIT VISA VALID TILL MARCH 30-3-2021

MARITAL STATUS : SINGLE

LANGAUGES KNOWN : ENGLISH , MALAYALAM ,TAMIL

DECLARATION

**I HEREBY DECLARE THAT ALL ABOVE INFORMATION FURNISHED IS TRUE AND I SHALL
BE GRATEFUL IF YOU GIVE ME A CHANCE TO SERVE YOU**

PLACE : DUBAI

SIJAY KRISHNAN KK