

CURRICULUM VITAE



Indrajith T . J

indrajithtj@gmail.com

Mob: 056-965 7081

Career Objective

I am a self and quick learner, flexible and can adapt to multi-tasks with minimal supervision, seeking challenging opportunities to utilize my abilities for suitable jobs. And utilize my technical and innate skills, and work my level best for the organization's wealth & self-development.

Career Summary

Mauzan Trading Co. LLC

(Alain , UAE July 2017 – Till Date)

Operation Assistant

- Perform general office administrative & clerical duties.
- Provide support to Operation Manager as and when required.
- Update internal operation procedures document as needed.
- Manage all customer orders on regular basis.
- Ensure proper checking of orders before starting the production process.
- Follow up the orders and ensure the delivery of material on time.
- Manual stock checking before the stock transfer to avoid the misplacement and delay of the items and also enable a final check on the products.
- To act as an intermediary between the shop/ outlet and the production dept. to smoothening entire the production process.
- Prepare & submit reports including daily order summary, order execution reports, order confirmation and pending order list to both the management & customer outlets.
- Make supervision over the dispatch process.

Better Concept Furniture

(Abu Dhabi, UAE Aug 2013 – June 2017)

Admin Asst. / Sales Coordinator / Public Relations Officer (2015 – June 2017)

Admin Assistant

- Preparation of Performa Invoice / Invoice, Local Purchase Order
- Maintain electronic and hard copy filing system.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Open, sort and distribute incoming correspondence
- Perform data entry and scan documents
- Assist in resolving any administrative problems
- Run company's errands to post office and office supply store
- Answer calls from customers regarding their inquiries
- Schedule and coordinate meetings, appointments and travel arrangements for Managers
- Maintain office supplies for department
- Provide general administrative and clerical support including mailing, scanning, faxing and copying to the management.

Sales Coordinator

- Coordinate sales team by managing schedules, filing important documents and communicating relevant information
- Ensure the adequacy of sales-related equipment or material
- Preparation of quotation, follow up the delivery & payment follow up.
- Strict monitoring the payments which are exceeds the credit limit through calls and mails on regular basis.
- Make paper works for the legal action in case of non-payment by the customers.
- Respond to complaints from customers and give after-sales support when requested
- Store and sort financial and non-financial data in electronic form and present reports
- Handle the processing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems
- Monitor the team's progress, identify shortcomings and propose improvements

- Assist in the preparation and organizing of promotional material or events
- Ensure adherence to laws and policies

Public Relations Officer

- Arrange visa (work permit, husband sponsored visa, visit visa etc.) for expatriates and their family.
- Schedule staff's visa, medical, coordinating with other internal and external departments.
- Collect all appropriate documentation necessary for visa and permits required to be processed.
- Renewal of Trade License, Insurance Card, Tenancy Contract on time.
- Responding to staff queries on Visa/ Labour/ Passport related matters.
- Ensure all visa, medical and labour permits are up to date and arrange timely renewal.
- Assist in all general inquiries concerning labour and immigration matters.
- Will provide admin support as needed.

Other Responsibilities Include:

- Preparation of CAD Drawings for office furniture layouts and interior fittings in the absence of designer
- Handling petty cash worth around AED.15,000/- per week for meeting Office General Expenses

Initial Stage - Sales Representative (2013 – 2015)

- Identify the new potential customers and maintaining the existing customers to get the maximum sale.
- Successful arrangement of meeting with the clients.
- Ensure the customer satisfaction by providing best products and services at best prices.
- Sustained relationship with existing clients & quantified client requirements through close contact.
- Close contact with client to identify new opportunities and customers.
- Maintained availability for addressing customer issues, queries and requirements.
- Regularly updated contact data base.
- Successfully negotiated and closed new sales .Prepared proposals "ations negotiated and won new works consistently.
- Sales maximization through maximum coverage of clients.

Major clients in Abu-Dhabi/Work Done:

Glass partition works in Al Saad Traders, Entire office furniture supplied in Cantilever general contracting, Office rearrangement and furniture supplied in GA architects, National Hospital, Mouchel, polensky, African+Eastern, Tyco fire and security etc....

Priya Agencies (India Dec 2011 – July 2013)

(Distributors of Nestle India Ltd, Philips Electronics and V-Guard Industries Ltd)

Accountant

- Billing & Placement of order.
- Day book preparation.
- Supervision over stock & damage settlement.
- Submit monthly & weekly sales and outstanding reports.
- Updating salesman through providing them their daily figures.
- Maintain required stock by checking the stock on regular basis.

Reliable Traders (India, May 2011 - Nov 2011, Dealers of Asian paints)**Sales Boy**

- Billing & placement of orders.
- Maintain required stock by checking the stock on regular basis.
- Supply of right products to the customers by knowing their actual requirement.
- Giving product awareness to the customers by explaining about the products.
- Respond to sales inquiries and concerns by phone, electronically or in person.

Educational Qualification

Xth S.S.L.C - 2006	: National Higher Secondary School (78%)
Higher Secondary -2006-2008	: National Higher Secondary School (78%)
Subjects Covered	: History, Economics, Politics, Sociology
B.Com (Calicut University)	: Accountancy, Business Studies, Business Law, Statics, Auditing, Banking & Computer Application

Computer Skills

Operation System	: Knowledge in Windows 8.1, Windows 7.
Microsoft Office	: MS Word, Excel, PowerPoint And D.C.A
Financial Accounting package	: Tally

Personal Information

Gender : Male
Nationality : Indian
Date of Birth : 11/02/1991
Marital Status : Single
Visa Status : Employment
Emirates I.D : 784-1991-7076060-9
Languages : English, Malayalam, Hindi & Tamil (Tamil only to speak)
Telephone : 056-965 7081

Declaration

I hereby declare that the information provided above is true to the best of my knowledge and belief.

Place: Al ain

INDRAJITH T J

Date : 09-08-2020

