

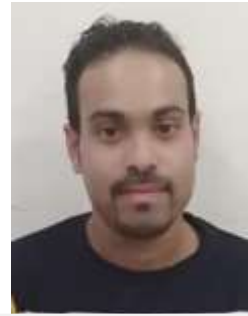
# CURRICULUM VITAE

**MANU JOHN**

**F2, Muwalieh, Sharjah, U.A.E**

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**Email: [manuj8503@gmail.com](mailto:manuj8503@gmail.com)**



## Objective:

Seeking challenging position in Sales, Marketing & business development that would best utilize expertise in the business environment. This position would provide me many opportunities to utilize my knowledge and skills.

## Work Experience:

✓ 1

### FASHION ZONE DRAGON MART

Position: Salesman / Marketing  
Dubai, UAE

Period (2017 to Till Date)

✓ 2

### ELECTRO MECHANICAL PRIVATE LIMITED

Position: Sales/ Marketing  
India

Period (2014 to 2016)

#### My All Duties and Responsibilities

- ❖ Welcomes customers by greeting them; offering them assistance.
- ❖ Advises customers by providing information on products.
- ❖ Documents sale by creating or updating customer profile records.
- ❖ Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.
- ❖ Ability to work under pressure and meet tight datelines.
- ❖ Able to work independently as well as in a team.
- ❖ Able to manage multiple projects at the same time and able to work under tight deadlines.
- ❖ Oversee day-to-day sales, monitoring and forecasting to better understand the market
- ❖ Continually assess our marketing techniques and their efficacy in affecting sales

## **CAFE NOIR**

Position: Barista  
India

Period (2013 to 2014)

### **My All Duties and Responsibilities**

- ❖ Suggests food and beverages ~ to be well versed with the menu, method of preparation and accompaniments.
- ❖ Maintains cleanliness and mise-en-place level at working station and service pantry for smooth operation. Serving international client, taking order feeds in micros.
- ❖ Responsible for store Requisition & stock rotation for stores and maintaining hygiene standards in storage.
- ❖ Follows correct sequence of service outlined in the Standard Operating Manual.
- ❖ Cleans all spillage during mealtime and at closing.
- ❖ Cleans and polishes Glassware, China ware, hollowware and flatware.

## **Intelnet Global PVT. LTD**

Position: Tele Calling  
India

Period (2013 to 2014)

### **My All Duties and Responsibilities**

- ❖ Advises present or prospective customers by answering incoming calls on a rotating basis; operating telephone equipment, automatic dialing systems, and other telecommunications technologies.
- ❖ Influences customers to buy or retain product or service by following a prepared script to give product reference information.
- ❖ Documents transactions by completing forms and record logs.
- ❖ Maintains database by entering, verifying, and backing up data.
- ❖ Keeps equipment operational by following manufacturer's instructions and established procedures; notifying team leader of needed repairs.

### **Language:**

- English
- Arabic
- Hindi
- Malayalam

### **Education:**

- B.Com

### **Computer Skills:**

- Computer Knowledge
- MS Office (Word, Excel)
- Internet Browsing
- Email Access

**Skills:** 

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- Excellent interpersonal and team work skills
- Pleasing personality
- Hardworking, enthusiastic and self-motivated
- A good learner
- Friendly & Pleasing nature.

**Personal Data:** 

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- Passport No. : M6858551
- Date of Birth : 26-05-1989
- Gender : Male
- Marital status : Single
- Religion : Christian
- Nationality : Indian
- Visa type : Visit Visa

**Declaration:** 

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I sincerely hope that my application will receive your kind attention and I am most anxious that an opportunity for an interview is given to me at your earliest convenience.

**MANU JOHN**