

JABIR P. U



Address

Puthuveetil House,
Chiranellur Po,
Thrissur, Kerala

Telephone

+971 524281293

E-Mail

jabirpu97@gmail.com

Personal Details

DOB: 10 Feb 1997

Status: Single

Passport No: T 8850616

Religion: Islam

Nationality: Indian

Driving License: Holding a valid India Light Vehicle Driving License.

Languages:

Speak : English & Malayalam

Write: English, Malayalam, Arabic and Hindi.

Objective

Intend to build career with a leading organization with commitment and dedication that enable to create an atmosphere for potentiality, efficiency and elevation of career.

Personal Profile

To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship in the field of customer service. To work in a professionally managed, challenging environment, which gives greater opportunities to achieve high standards of performance and encourages new learning.

Employment History

RM Steels Puthur , Kerala, India
Office Assistant

06/2020 – 11/2021

RM Steels is a well-known steel manufacturing company group providing services over 20 years. Collecting raw materials from the channel partners and converting to steel products in their own refineries and distributing through authorized distributors.

Job Profile

- » Entering customers and their account data from source documents within time limits.
- » Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- » Respond to queries for information and access relevant files.
- » Entering company vehicles information details end of the every month.
- » Maintained, updated customers databases and network with stakeholders.
- » Keep good relationship with our customers.
- » Manage customer accounts, receive incoming calls mails, and greet walk-in customers.
- » Collecting necessary documents and provide through explanation of the terms, condition and service agreement to the customers.
- » Responding to sales queries via telephone and e-mails

Idea -ADITYA -BIRLA (MKK COMMUNICATION GROUP)

Sales Executive (DSE)

05/2019 – 09/2019

Idea Cellular Telecom company is the leading network providers all over in India.

- » Maintain and develop good relationship with customers through personal contact, meeting, via telephone.
- » Record sales and order information and report the same to the sales department.
- » Meet and exceed all agreed sales target set by the sales directors.
- » Efficiency respond to all customers enquires in a polite and timely manner.
- » Provide weekly and monthly sales activity reports.
- » Informing customers about monthly promotions.

S

Hobbies:

Reading, Football, Music,
Internet surfing, Singing.

Achievements

- » Diploma in typing & office automation
- » Advanced MS Office
- » Diploma in graphic design

Education

Bachelor of Commerce	2016-2019	Presidency Collage, Erumapetty (Calicut University) India
Higher Secondary Education 12th Commerce	2014 – 2015	Government Model Boys, Kunnamkulam (VHSE Board, Kerala), India
Secondary School Leaving Certificate 10th	2013	Concord EHSS (Board of Public Examination, Kerala), India

Computer Literacy

Packages:

- » Have Knowledge on Handling Internet and enhanced software packages.
- » Can install, configure and troubleshoot Windows 98/2000, MS Office, Internet Explorer and a number of enhanced software's.
- » Have a good Knowledge in **MS Office Excel**,

Capabilities

- » Knowledge in Computer aided accounts packages.
- » Ability to identify problems, faults finding & trouble shooting.
- » Strong leadership quality and keen to take responsibilities.
- » Efficient customer relationship management.
- » Goal oriented and competent.
- » Able to pick new concepts quickly and self-motivated.

FURTHER REFERENCE ON PRIOR REQUEST