

## CURRICULUM VITAE



NIMAL JOY  
nimal004@gmail.com

### CAREER OBJECTIVE

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To learn and experience new opportunities and make a good result in professionally and personally.

### EMPLOYMENT HISTORY

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#### Sales and Marketing

Creative Industrial Plant Eqpt & Spare parts trading

L.L.C

( 26<sup>th</sup> January 2020 – Present)

#### Office Administration and Sales

Akmal General Trading L.L.C , Dubai

(September. 2018 – September 2019).

- Handling telephone calls and emails.
- Preparing Quotations and send to the customer.
- Negotiating with supplier for more discount .
- Preparing Purchase Order and send to the Suppliers.
- Check and arrange the stock with team.
- Lead and organize the team for the delivery of the items .
- Coordinate with Sales team.
- Follow up with Customer or enquiries.
- Give full effort for the business growth of the Company.

Address: Sharjah Ind 3

Contact: +971524056003

#### PERSONAL DETAILS

NATIONALITY: Indian

DOB: 11/11/1991

GENDER: Male

MARITAL STATUS: Single

LANGUAGES: English,  
Hindi, Malayalam, Tamil

VISA: On Visit Visa (Jan 17<sup>th</sup>  
–April 17<sup>th</sup>)

U.A.E Driving License : YES  
(Automatic Gear light  
Vehicle) License no : 3713695

## SKILLS

- **Communication skill**
- **Self-motivated**
- **Effective time management**
- **Problem solving**
- **Ability to learn new technologies quickly**
- **Coordination power**

## Sales Co-ordinator and Outdoor Sales

**Al Menhali H.E Trading L.L.C, Sharjah (Jan 2014 – March 2018).**

- **Make meeting appointments with customers**
- **Visit the customers regularly according to appointment.**
- **Give Neat and reasonable price quotation to cutomers**
- **Follow up with Customers for the Purchase Order**

## EDUCATION

- **BE/ EEE**

Sapthagiri College Of Engineering Dharmapuri , Tamil Nadu

- **Higher Secondary (Plus One and Plus Two).**

G.H.S.S Puthiyakavu, North Paravoor Kerala , India.

- **S.S.L.C Kerala State Board.**

St. Aloysious High School North Paravoor, Kerala , India

## TECHNOLOGY SKILLS

- **Database: SQL**
- **Operating system: Window 7, Window 8, MS office, MS excel**
- **Computerized Accounting (Tally), Cubix**
- **HTML**

## DECLARATION

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

NIMAL JOY