

SIRAJ.M.P

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CAREER OBJECTIVE

To make a positive contribution as part of a dynamic and well-reputed organization. Bringing sound business acumen coupled with technical, management, decision making and communication skills.

PERSONAL QUALITIES

- Ability to work independently both with minimal supervision as well as in a team
- Quick decision making
- Good command over calculation
- Quick learner
- Loyal towards work & duties
- Can work under pressure & meet deadlines
- Good communication skill

EDUCATION QUALIFICATION

- **PLUS TWO (HUMANITIES)** : GHSS Azhikode, Kannur [2013-2015]
- **SSLC** : Azhikode High School, Kannur (201 3)

WORK EXPERIENCE

1 Year and 6 months worked as a Sales Man at Paris Gallery, City Centre, Kannur From 2015 May to 2016 October.

RESPONSIBILITIES

- Serves customers by selling products and meeting customer needs.
- Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
- Focuses sales efforts by studying existing and potential volume of dealers.

- Submits orders by referring to price lists and product literature.
- Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, and merchandising techniques.
- Recommends changes in products, service, and policy by evaluating results and competitive developments.
- Resolves customer complaints by investigating problems, developing solutions, preparing reports, and making recommendations to management.

1 Year worked as a Manager at My Fone, Station Road, Kannur From 2016 December to 2017 December.

RESPONSIBILITIES

- Managing all aspects of business operations.
- Participating in the recruitment and staff selection process.
- Planning and coordinating project work.
- Handling the logistics of the organisation.
- Preparing budgets and inventories.
- Overseeing the supervision of employees.
- Ensuring that staff are smart and professional in their appearance at all times.
- Making sure that all fleet vehicles are operating and maintained in a safe condition and cost effective manner.
- Ensuring that each department operates in compliance with all legal requirements.
- Keeping abreast of emerging technology changes and innovations.
- Conducting annual performance reviews of all staff.
- Maintaining a clean, professional and safe working environment.
- Keeping an eye on the operational budget.

2 years and 7 months worked as a Showroom Manager & Purchase Manager at Elanza, City Center, Kannur From 2018 January to 2020 July.

RESPONSIBILITIES

- Managing all aspects of business operations.
- Participating in the recruitment and staff selection process.
- Planning and coordinating project work.
- Handling the logistics of the organization.
- Overseeing the supervision of employees.
- Ensuring that staffs are smart and professional in their appearance at all times.
- Making sure that all fleet vehicles are operating and maintained in a safe condition and cost effective manner.
- Ensuring that each department operates in compliance with all legal requirements.
- Keeping abreast of emerging technology changes and innovations.
- Conducting annual performance reviews of all staff.

COMPUTER PROFICIENCIES

- MS Office
- Internet

PASSPORT DETAILS

Passport No	:	P4007846
Date of Issue	:	19-09-2016
Date of Expiry	:	18-09-2026
Place of Issue	:	Kozhikode

PERSONAL DETAILS

Father's Name	:	ABDUL
KHADER Date of Birth	:	24-07-1998
Nationality	:	Indian
Sex	:	Male
Marital Status	:	Single
Religion & Caste	:	Islam,
Muslim		
Languages Known	:	English, Malayalam ,Hindi & Tamil

DECLARATION

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

SIRAJ.M.P