

JIS JOY

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[Al Ghurair Building, Rolla Street, Bur Dubai, Dubai, UAE](#)

To build a career in a growing organization where I can get the opportunity to prove my ability by accepting challenges, fulfilling the organizational goal along personal growth and contribute to the development of the organization and climb the career ladder through continuous learning and commitment.



Work Experience

❖ Ceejay Agencies (Jan 2021-Sep 2021) Purchase Coordinator and Store in charge

Duties and Responsibilities

- Purchasing products, Billing, Bar coding, godown controlling, Pricing, Identifying damage Items and replacing, Packing.
- Update and maintain work instructions concerning areas of responsibility.
- Independent worker & team placer.
- Interact, guide, train colleagues and departments to support teamwork and share best practices.
- Recommends and Drives continuous process improvement activities.
- Participate in regular meetings with Product Manager concerning his products.
- Maintain neat and organized billing files.

❖ Chai Peedika (Restaurant) (April 2020-December 2020) Assistant Manager

Duties and Responsibilities

- Researching new wholesale food suppliers and negotiating prices.
- Calculating future needs in kitchenware and equipment and placing orders, as needed.
- Overseeing restaurant staff performance, ensuring quality dining.

❖ Osaka Travel Agency Intern at Osaka Group (Tour Operating Company) for One Month

Duties and Responsibilities

- Visa preparation, Itinerary preparation and Ticketing.
- Promoting and marketing the business.
- Dealing with customer queries and complaints.
- Providing advice about visas or passports.

Education

- **MBA Tourism and Travel Management.**
Kerala University (68%)
- **B.Com Travel and Tourism**
M.G University (64%)

Personal Details

Date of birth : 03/01/1995
Nationality : Indian
Marital status : Single
Sex : Male

Passport Details

Passport No : U7320094
Issue Date : 11/11/2020
Expiry Date : 10/11/2030
Issue Place : Cochin
Visa Status : Visit Visa
Visa Expiry : 05/03/2022

Language Proficiency

- English
- Hindi
- Malayalam
- Tamil

Technical Skills

- MS office Suite (Word, Excel, Power Point)