








CONTACT DETAILS

-  Near AL-Wahda P.O
Al-wahda, Sharjah
-  +971562828997
-  jazeeljessi10@gmail.com

SKILLS SUMMARY

- Ms-office, Office work, Data entry, Document managing.
- Articulate and good telephone manner..
- Keep learning new skills, Sincere work and maintain.
Problem solving mentality, Excellent customer service skills and demonstrable experience.
- Leadership skill & Hardworking.
- Excellent written communication skills, Good interpersonal and communication skill.
- Have valid UAE Driving license.

LANGUAGES

-  ENGLISH (Read, Write, Speak)
-  MALAYALAM (Read, Write, Speak)
-  HINDI (Read, Write, Speak)
-  TAMIL (Speak)
-  ARABIC (Read, Write, Speak)

JAZEEL JALEEL

OBJECTIVE

To pursue a challenging career with dedication and provide my efficiency to the fullest in a professional organizational environment wherever I serve my duties that will discover the potential in me.

WORK EXPERIENCE

SALES REPRESENTATIVE

TALAL GROUP | JUL - 2019

- Managing Cash and Billing, Build Customer Relationship.
- Dealing with Accounting, Sales mobile phones, Marketing, Customer dealings.
- Problem-Solving, Supervising
- Keep a Relationship with the customer.
- Check the stocks and Enter the fewer items of stock then, Purchasing., Refill the stock to the counter.
- Calculating the price of new stock.

MOBILE TECHNIITIAN

MOBILE HUT SERVICE CENTER | AUG 2017- DEC 2018

- Provided free troubleshooting and repair estimates for client approval.
- Ensure that center has replacement kits and spare parts for any planned repair and other these from manufactures as required.
- Opened, Disassembled, Repaired, Replaced parts, and Reassembled units when done.
- Tested repaired units and advised clients when they could retrieve their units.
- Sold cell phones, cell phone accessories to customers who visited the store.
- Check all Bills and Cash Balance.
- Stock up-dating
- Check the Credits / Advance payments details.

EDUCATIONAL HISTORY

1. DIPLOMA

CERTIFICATE IN SMART PHONE ENGINEER | JAN 2017 - JUN 2017

- Origin Smartech Calicut (DST), Kerala.
- A Grade.

2. PLUS TWO passed from Kerala NIOS Board.

3. SSLC Passed from Kerala Board of Public Examination.