

# FAIJAS M

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## EXECUTIVE SUMMARY

Attentive and detail-oriented with over 3 years of experience in both administrative and sales field and a true passion for helping people in sales field

## RELEVANT EXPERIENCE

### Front Desk Executive cum Sales Associate

#### AQUA GRAND PVT LTD March - 2017 to December 2020

- Record and update Customer information into company database.
- Managing sales and service, order scheduling and follow-up liaise with warranty.
- Providers on behalf of customer handled phone system and appointment calendar for over 25 services daily.
- Warranty approvals.
- Sound knowledge of front office monitoring
- Setting sales goals and developing sales strategies
- Handling customer questions inquiries and complaints

### Sales Associate

#### BCPL PVT LTD Sep 2016 to Feb 2017

- Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service.
- Operating cash registers, managing financial transactions, and balancing drawers.
- Achieving established goals.
- Directing customers to merchandise within the store.
- Increasing in store sales.
- Superior product knowledge.

## **EDUCATIONAL QUALIFICATIONS**

<b>Course</b>	<b>Board/University</b>	<b>Year</b>
<b>Bachelor of Business Administration in Marketing</b>	Calicut University, Kerala, India.	2016
<b>Higher Secondary Education in Commerce</b>	Board of Higher Secondary, Kerala, India.	2012
<b>SSLC</b>	General Education Dept, Govt. of Kerala, India	2010

## **SKILLS**

- MS Office
- Marketing
- Tally ERP9
- Flexible and approachable
- Target Oriented

## **PERSONAL DETAILS**

Full Name : FAIJAS M  
Gender : Male  
Nationality : Indian  
Marital Status : Single  
Date of Birth : 12<sup>th</sup> MARCH 1993  
Language : English, Malayalam  
Visa Status : Visit visa  
Visa expiry : 09th May 2021

**The above information furnished in this application is true, correct to the best of my knowledge and believe.**

**Place:**  
**Date:**

**Yours faithfully,**  
**FAIJAS M**