

**FLOWER MARIA JOSE**

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**CAREER OBJECTIVE**

To obtain a position has a Sales Coordinator/Customer Service to assist the team by setting monthly goals. Takes the team lead to meet goals as provided by upper management. Acts as a liaison between various branches of the company and customers. Provides valuable feedback to management to make sure that consumers are satisfied with the product.

**Duties and Responsibilities**

- Maintain organized records and report month-end goal setting to the senior management team
- Arrange for creation and distribution of presentations and supporting documents to help team generate business leads
- Support senior management by completing orders and keeping customers informed of delays and delivery dates
- Attend essential training meetings and develop an understanding of all the company's services and products
- Monitor and organize inventory while effectively tracking new services and products for
- Contribute to overall customer satisfaction by promptly answering emails and handling orders by phone
- Establish active communication and engagement with representatives to ensure that orders are processed promptly
- Collaborate with senior staff in weekly meetings by creating and maintaining month-end reports

**ACADEMIC CREDENTIALS**

- **B. Ed Physical Science, Euphrasia Training College ,Kattoor, Calicut University(2018-2020)**
- **M SC Chemistry, St. Aloysius College, Elthuruth, Thrissur -Calicut University(2015-2017)**
- **B SC Chemistry, St. Joseph's College,Irinjalakuda - Calicut University(2012-2017)**
- **Higher Secondary (12<sup>th</sup> Std.), L.F.C.H.S.S Irinjalakuda**
- **Board of Public Exams, (2010-2012)**

- SSLC (10<sup>th</sup> Std.), L.F.C.H.S.S Irinjalakuda.

Board of Public Exams (2009-2010)

## SKILL SET

- My interpersonal and communication skills have improved immensely during the course of my career, such that I can confidently interact with customers, fellow colleagues and my superiors alike.
- I am highly methodical and have steadfast standards of organization.
- My punctuality and attendance rates are ideal for a professional.
- I pride myself on the high level problem solving skills I have used in all roles to overcome adversity and guarantee efficiencies in my team.
- Being adaptable and flexible has enabled me to challenge conventional ways of working and learn new and more efficient reporting techniques and diverse workstyle.

## PROFILE IN BRIEF

- **Gender:** Female
- **Date of Birth:** 20-9-1994
- **Marital Status:** Married
- **Nationality:** Indian
- **Passport No:** S6931765
- **Visa status:** Visit visa
- **Qualification:** MSC Chemistry. B.Ed.

## COMPUTER PROFICIENCY

- Microsoft Office Packages (MS Word | Excel | PowerPoint)
- Internet | Email Applications

## PROJECTS AND SEMINARS

- **Main Project:** Reinforcing of silica and Nanosilica in natural rubber compound (**MSC**)
- **Seminar:** Science academies' Lecture workshop on ADVANCES INSUPRAMOLECULAR CHEMISTRY AND NANO SCIENCE (**MSC**)

## DECLARATION

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

Place:

Signature