

Sub: Suitable Position At Your Firm

I am seeking the opportunity to consolidate strong academic qualifications and sound professional capabilities within a large corporate environment. Your company seems an ideal prospect, since I have previously built up a diverse and strong experience to work for the mutual benefit of both the company and the client.

I feel that I can be asset to your firm as my experience in Admin, Sales & as Store keeper functions spans 4 years, with the large majority of my experience in Qatar & India.

My expertise lies in an ability to effectively interact with clients and vendors, identify and resolve complex issues and develop innovative solutions to achieve management objectives.

My additional abilities are listed in the enclosed CV. As you can see from my resume, my professional experience has given me the capability to provide comprehensive and thorough administrative solutions.

I would appreciate the opportunity to interview for this position, as I am certain that a face-to-face meeting would more fully reveal my positive attitude and ability to meet your expectations. Thank you for your time and consideration.

Yours sincerely:

ARUN K KURIAN

P.O BOX 31067

OLD SALATA

DOHA

QATAR

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Watsapp - +00 91 9744787188

Email: arunkurian22@gmail.com

Visa Status – FREE VISA

RESUME



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OBJECTIVE: To achieve the best in a good working environment through commitment, hardworking, consistent and professional approach which gives satisfaction and learning experience in my career.

EDUCATIONAL QUALIFICATIONS:

Sl .no	Degree/ Subjects	College/School	Board/ University	Year of passing	Aggregate (%)
1	Draftsman Civil	National Engineering Institute and Industrial Training Center Thiruvalla	NCVT	2013	70%
2	Plus Two: Commerce	Namputhirees College Thiruvalla	Govt. of Kerala	2009	50%
3	SSLC	NSS HIGHER SECONDARY SCHOOL	Govt. of Kerala	2007	55%

COMPUTER LITERACY

- **AutoCAD ,Windows & MS -Office, Excel, Power point, Word, Photoshop**

LANGUAGES KNOWN:

- **Read : English, Hindi and Malayalam**
- **Write : English, and Malayalam**
- **Speak : English, Hindi and Malayalam**

WORK EXPERIENCE:

- **Working as OPERATION EXECUTIVE at SEVEN TECH W.L.L IN QATAR** from July 9th 2015.to March 31 st 2017
- **Worked as Sales Development Executive at SHUBTIPS BANGLORE** from 1st nov 2014 to 30 May 2015.
- **Worked as Site Supervisor at J K Construction in Bhilai** From 19 aug 2013 to 15 oct 2014.

JOB PROFILE SEVEN TECH W.L.L

- Greet clients & Assisting to find the goods and products they are looking for.
- Understand customer needs and requirements.
- Promotes sales by demonstrating products to customers.
- Giving advice and guidance on product selection to customers.
- Attracts customers by originating display ideas; following display suggestions or schedules, producing merchandise displays in windows and showcases, and on sales floor.
- Helps customers by providing information; answering questions; completing payment transactions; preparing for delivery.
- Preparing **invoice /quotation /PO making** .
- Handling with billing & cashier department.
- Fax, Scan and Copy Documents.
- Answer phones and transfer to the appropriate staff member.
- Update and maintain databases such as mailing lists, contact lists and client information.
- Retrieve information when requested.
- Monitor and maintain office supplies.
- Submits orders by referring to price lists and product literature.
- Update and maintain internal staff contact lists.
- Prepares reports by collecting, analyzing, and summarizing information
- Be involved in stock control and management.

JOB PROFILE SHUBTIPS

- Promotes sales by demonstrating market status to customers through phone.
- Helps customers by providing information; answering question.
- Prepares reports by collecting, analyzing, and summarizing information.
- Contributes to team effort by accomplishing related results as needed.
- Dealing with and help resolve any customer complaints.
- Providing service information to assist customers in making a decision about a product .
- Involved in the Research of NSE And MCX
- Do proper market research before giving Advisory to the relevant Clients
- Take best research analysis before giving tips for trading
- Prepared monthly Performance Status Reports, And Monthly Incentives Charts
- Involved in Preparing Track sheet making on daily basis.

JOB PROFILE J K Construction

- Assist in the development and maintenance of preconstruction, construction, and closeout execution plans.
- Manage client interaction and promote positive relationships
- Facilitate communication between subcontractors, suppliers, and other project participants
- Resolve worksite issues quickly and effectively in order to keep work progress on track.
- Contributes to team effort by accomplishing related results as needed.
- Maintain a safe, secure, and healthy work environment by following and enforcing standards and procedures; complying with legal regulations
- Assist in the evaluation of subcontractor and supplier invoices against actual performance, Preparing **invoice /quotation.**

PERSONAL SKILLS:

- **H**ardworking
- **G**ood communication skills
- **A**ccuracy
- **T**eamwork
- **C**onfidence
- **T**eam **P**articipation
- **B**uild and **M**aintain relationship with customers
- **H**aving a friendly and engaging personality.
- Soft spoken and **D**evoted towards work given
- **E**xcellent customer handling
- **M**otivation **F**actories for a new job search
- **P**rofound **p**roblem solving and decision-making skills.
- **S**trong analytical and problem solving skills.
- **U**nmatchable communication skills in Written and verbal both.
- **I**n depth knowledge of various payment modes and customer identification procedures
- **H**ighly trustworthy, discreet and ethical.
- **U**pbeat and eager to learn.

PASSPORT DETAILS:

Qatar ID :- **382018138066 – FREE VISA**
Passport Number :- **M2039595**
Date of Issue :- **16/09/2014**
Date of Expiry :- **15/09/2024**
Place of Issue :- **Trivandrum**

PERSONAL DETAILS:

Age : **26**
Gender : **Male**
Date of Birth : **07/12/1991**
Marital Status : **Single**
Mother Tongue : **Malayalam**
Father's Name : **Koruth Kurian**
Nationality : **Indian**

DECLARATION:

I hereby declare that the particulars given above are true and complete, to the best of my knowledge and belief.

Place : Doha
Mob ++ 974 - 3310 2846
Watsapp:+0091-9744787188
Date :

(ARUN K KURIAN)