

Monce Joseph

moncejoseph1996@gmail.com

+971555964451

Visa Status: Visit Visa



CAREER OBJECTIVE

To secure a promising, successful, and challenging career in a reputed organization where my knowledge and skills can be effectively applied, enabling me to explore myself and utilize my potentials completely

SKILLS

Communication	Advanced
Leadership	Intermediate
Hard working	Advanced
Ms office/Excel	Intermediate
Client Handling	Intermediate

EXPERIENCE

Apr-2022 – Feb-23

• Sales Associate

Twenty4 Fashion Retail shop, Bahrain.

Greets customers and makes them feel comfortable

- Interacts with customers, offering assistance and responding to queries about products and purchases
- Provides recommendations according to customer needs or preferences
- Locates merchandise for customers and places orders, where necessary
- Introduces promotions and new products to customers
- Operates cash register and handles cash payments and credit card processing

Jul-2019 – Jul-2021

▪ Cashier/Billing

Sopanam Restaurant - Kayamkulam, Kerala

Manage transactions with customers using cash registers

- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds, change or tickets
- Redeem stamps and coupons
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store

May-2016 - May-2017

▪ Marketing Executive

Spark Automobiles - Vyttila, Ernakulam, Kerala

Conceive and develop efficient and intuitive marketing strategies

- Organize and oversee advertising/communication campaigns (social media, TV etc.), exhibitions and promotional events
- Conduct market research and analysis to evaluate trends, brand awareness and competition ventures
- Initiate and control surveys to assess customer requirements and dedication
- Write copy for diverse marketing distributions (brochures, press releases, website material etc.)

PROJECTS

Project Name: Main project

Role: **Finance**

Project Duration: **1 Month**

Project Detail

Cost and Volume Profitability Analysis. HIL (INDIA) LIMITED, Kochi , Kerala

Project Name: Internship

Project Duration: **1 Month**

Project Detail

The Fertilisers And Chemicals Travancore Limited (FACT Ltd.), Kochi ,Kerala

EDUCATION

Degree/Course	Percentage/CGPA	Year of Passing
MBA Finance & System Mangalam College Of Engineering, APJ Abdul Kalam Technological University	75% / 7.48	2019
B.com Finance & Taxation Mar kuriakose arts and science College , MG university	65% %	2016
Higher Secondary V.B.S.N.H.S.S, Njeezhoor , State Higher Secondary	73% %	2013
SSLC N.S.S.H.S Kattampack , Kerala State	75% %	2011

ACHIEVEMENTS

Member Of National Service Scheme

Centre for Science in Society

Rotary Youth Leadership Award

Certificate of Sarga Sangamam Fest

PERSONAL DETAILS

Address	Kollakkottil (H), Kattampack p.o, Kuravilngad,Kottayam, Kerala, 686612
Passport detail	T6670209
Date of Birth	17/06/1996
Gender	Male
Nationality	India
Marital Status	Single
Languages Known	English, Hindi, Malaylam, Tamil

DECLARATION

I hereby declare that all the details furnished here are true to the best of my knowledge and belief.

Place:

Date:

Monce Joseph