

SOORAJ SHABU



## CONTACT

Local Address:

Emarat staff  
accommodation camp  
Sonapur, Room no: B  
block 122, Dubai.

Home Address:

TC12/1497 Maricheeni vila,  
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Trivandrum, Kerala, India

Phone

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## Computer Knowledge

- ☐ Microsoft word
- ☐ Excel
- ☐ PowerPoint

Languages

English

Hindi

Malayalam

Tamil

## CAREER OBJECTIVE

To pursue a challenging career where my academic excellence can be put into best use Serving in growth of the organization and turn getting benefited in my successful career. Also aim to associated with a progressive organization that gives scope to update my knowledge and skill in accordance with latest trends and be part of a team that dynamically work towards the growth of the organization.

## SKILLS

- Hardworking team service skill.
- Friendly and helpful customer service skill.
- Have ability to work under pressure.
- Excellent communication
- Good telephonic manner ☐ Adaptability

## WORK EXPERIENCE

### 1. **EMARAT GENERAL PETROLEUM MERCHANDISER**

Presently working as Merchandiser in **EMIRATES GENERAL PETROLEUM (Emarat)** in Dubai since June 2022 to till date.

#### Responsibilities:

- Collaborating with suppliers, manufacturer, and stores to ensure proper execution of plans.
- Creating and organizing promotions and advertising campaigns.
- Managing the educational materials for training employees.
- Analyzing sales figures-reporting growth, expansion, and change in markets.
- Plan and develop merchandising strategies and companies objectives.
- Produce lay out plans for stores and maintain store shelves and inventory.

### 2. **EMARAT GENERAL PETROLEUM CASHIER**

Working as Cashier in **EMIRATES GENERAL PETROLEUM (Emarat)** in Dubai since 18<sup>th</sup> November 2020 to June 2022.

#### Responsibilities:

- Screening phone calls, enquiries and requests, and handling them when appropriate.
- Delivering good customer service.
- To perform effectively and in timely manner works assigned and undertake any other support duties as may be required from time to time.

- Payment management
- Maintaining records, filing systems and computer files.
- Issue escalation
- Documentation and notes
- Relationship building
- Online chat and Email
- Handling cash payments

3. **SALESMAN** in Brand factory (KERALA INDIA) for 1 year

**Responsibilities:**

- Greet customers.□
- Check for stock at other branches or order requested stock for the customers.□
- Provide customers with information about items.□
- Keep track inventory.□
- Collaborate with colleagues to determine areas for improvement, review departmental performance, and develop ideas for better service to customers.□
- Keep friendly atmosphere with customer□  
□

4. **SALESMAN IN MCR (DOMESTIC AIRPORT TRIVANDRUM (KERALA, INDIA) for 2 years 2018 to 2020.**

**Responsibilities:**

- **Greet customers.**
- Check for stock at other branches or order requested stock for the customers.
- **Provide customers with information about items.**
- Keep track inventory.
- **Keep friendly atmosphere with customer.**

**EDUCATION**

- PLUS TWO
- SSLC

**ADDITIONAL DETAILS**

Guardian Name	:	SHABU S
Date of Birth	:	06/05/1999
Nationality	:	Indian
Civil status	:	Married
Passport No.	:	S7250854
Visa status	:	Visit Visa

**DECLARATION**

I hereby certify that the above mentioned statements are correct and true to the best of my belief and knowledge.

Dubai

**SOORAJ SHABU**