



### **CURRICULAM VITE**

**BIJOY K VARGHESE**

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#### **SYNOPSIS**

- Bachelor of Commerce (B.Com.) from Kerala University, India
- 15years of experience in Sales & Marketing field in U A E.

#### **COMPUTER SKILLS**

- Working knowledge of MS Office Packages like Excel, Word, PowerPoint etc. and Accounting Packages like Tally 5.4, 6.3 & 7.2

#### **EXPERIENCE SUMMARY**

- Worked as a Sales Executive with J S P Elite Foodstuff Trading LLC, P O Box 235253, Dubai, UAE from May 2021 to March 2022.
- Worked as a Sales Executive with Spring Valley Food Industries LLC, P O Box 33043, Dubai, UAE from April 2019 to April 2021.
- Worked as a Sales Executive with Skyway Foodstuff Trading LLC, P O Box 83391, Dubai, U A E from June 2007 to March 2019.

#### **AREAS OF EXPERINCE**

- 1) Managing the sales process for new prospects, from initial contact through closure.
- 2) Dealing with customer enquiries face to face, over the phone or via email.
- 3) Contacting prospective customers and discussing their requirements.
- 4) Achieving all revenue targets and objectives in line with the Area Business Plan.
- 5) Identifying what customers want.
- 6) Developing a full understanding of the business market place.
- 7) Make initial customer contact through visits or calls.

- 8) Identify business opportunities and target markets.
- 9) Identify each potential customer's needs.
- 10) Research market trends and products.
- 11) Formulate business proposals according to customer's business needs.
- 12) Record sales information and maintain customers' records.
- 13) Check quantity and quality of products before delivery.
- 14) Arrange meetings with potential clients.
- 15) Negotiate prices and variations in prices and specifications.
- 16) Collection of payments in the form of cash & cheques.
- 17) Cash handling, cash & cheques deposits.
- 18) Data entry, Maintaining and updating office files.
- 19) Maintain client relation and ensure customer satisfaction.

## EDUCATIONAL QUALIFICATIONS.

| Course/Examination | Year of passing | Board/University                     |
|--------------------|-----------------|--------------------------------------|
| B. Com.            | 2002            | University of Kerala                 |
| Pre-Degree         | 1997            | University of Kerala                 |
| Secondary School   | 1995            | Board of Secondary Education, Kerala |

## PERSONNEL INFORMATION

**NAME** : **BIJOY K VARGHESE**  
**NAME OF FATHER** : K.G. VARGHESE  
**DATE OF BIRTH** : 07-05-1980  
**NATIONALITY** : INDIAN  
**SEX** : MALE  
**RELIGION** : CHRISTIAN  
**MARITAL STATUS** : MARRIED  
**LANGUAGES KNOWN** : ENGLISH, HINDI, TAMIL & MALAYALAM.

### PASSPORT DETAILS:

**PASS PORT NO** : W 0079200  
**PLACE OF ISSUE** : TRIVANDRUM

DATE OF ISSUE : 25.04.2022

DATE OF EXPIRE : 24.04.2032

**DRIVING LICENSE**  
**DETAILS:**

LICENSE NO : 1706002

PLACE OF ISSUE : DUBAI

DATE OF ISSUE : 27.07.2011

DATE OF EXPIRY : 27.07.2026

TYPE OF LICENSE : LIGHT VEHICLE AUTOMATIC GEAR