



NAME :M.NARENDRA

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Visa Status :3 Months Visit Visa

Career Objective:

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals.

Work Experience :

In UAE:

Worked in **Mobil1 Lubricants** Sales & Warehouse for 2 Years.(2018 & 2019)

In Kuwait:

Worked in **WAFIR International Bakeries** as an inventory & customer Service Executive .here I need to prepare daily orders in MS Excel and send it through email to company for 2 years. (2016 & 2017)

In India:

Worked in **JULONG SOFT Pvt Ltd** (Digital Marketing) Company For 1 year 2 months.

Job Responsibilities:

1.Mobil1 is a brand of synthetic motor oil and other automotive Lubrication Products here I'm the in charge of synthetic motor oil stock.

2. In WAFIR every day tally all the products and send the details through E-mail to my Manager.

- i. Acted as first point of contact between customer and team via email, chat, or call and providing the service with in time without any delay.
- ii. maintain the inventory data on daily basis to list out the products activities that are to be taken up by the team

- iii. motivate the team members to complete the work with in time
- iv. Manage staff of 100 members and provide motivation,support to meet the agreed targets.

3. JULONG SOFT Pvt Ltd company is developing the relationships website for USA and UK countries. Here im working for Sales or Leads.

Academic Details:

Course	University/School	Year
B TECH(backlogs)	JITS	2008-12
INTERMEDIATE	SRI GOWTAMI	2006-08
SSC	Z.P.H school	2006

Technical Skills:

- Computer Related Working Like Ms Office
- General Accounts
- Digital Marketing

Personal Details:

Name : M.Narendra
Father's Name : M.Suryanarayana
Date of birth : 09.06.1989
Permanent Address. : 1-126,Mutyala vari St,Sakhineti Palli Lanka,
Sakhineti Palli Mandal,East Godavari district,A.P,India
Present Address : Near Galleria Mall,Ajman Industrial1,Ajman,U.A.E.
Languages Known : English, Telugu, Hindi, Arabic(manageable)
Hobbies : playing cricket, Listening music,reading books

Declaration:

I here, by declare that all the above information provided is true the best of my Knowledge and I bear the responsibility for the correctness

Place:

Date: