

LAYA V B

CONTACT

Villarvattath House
Narakkal PO
Mobile: +91-9633990916
E mail: layabalan.v@gmail.com

PROFILE

Articulates with ease
Inquisitiveness to learn
Leads by example
Positive Attitude
Ability to prioritize tasks
Exhibits **Trust** and **Integrity**

LANGUAGE SKILLS

English, Malayalam, Hindi and Tamil

PERSONAL DETAILS

Indian citizen
DOB: 29th, March, 1989

EDUCATION

Bachelor of Business Administration |
2017| **Annamalai University, INDIA**

Plus Two | Humanities | 2006
Board of Higher Secondary
Examinations, Kerala, INDIA

IT SKILLS

MS Office

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PROFESSIONALEXPOSURE

AfraAsianray Printing Equipment Trading LLC | Sales Assistant/Customer Support
DUBAI, UAE/ April 2018– January 2022

- Preparing Performa Invoice and Quotations as per the orders.
- Keeping records of orders.
- Required to make calls for collecting service feedback.

Just Lifestyle Pvt Ltd | Store Manager
Kochi, INDIA / August 2013 – October, 2017

- Lead complete store operation requirements by scheduling and assigning team and following up on results.
- Identify current and future customer requirements by establishing rapport with potential and actual customers.
- Contributes to team effort.
- Manage marketing plan to achieve the target.
- Assign the target to the sales team.
- Supervise the daily work of sales team.

The Mobile Store ,ESSAR TELECOM RETAIL Ltd | Assistant Store Manager
Kochi, INDIA / April, 2010– May, 2013

- Managing customer's queries and providing solutions.
- Maintaining good relationships with new and existing customers.
- Leading the team on delivering quality service.
- Handling cash and inventory.