



JOEL C PETER

BACHELOR OF COMMERCE

CONTACT

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- Kochin - Kerala

ACADEMIC DETAILS

Bachelor of Commerce

MG University - 2021

Higher Secondary Education

Govt of Kerala - 2017

KEY SKILLS

- Communication Skills:
- Negotiation Abilities
- Relationship Building
- Product Knowledge
- Time Management
- GST Filing
- Bank Reconciliation
- Book Keeping
- Technical Proficiency
- Data Analysis

TECHNICAL SKILLS

- MS Office
- Tally ERP

LANGUAGES

- English
- Malayalam

PERSONAL

INFORMATION

Gender : Male
Nationality : Indian
Date of birth : 16-10-1998
Marital status : Unmarried
Passport No : S 5031489

PROFESSIONAL SYNOPSIS

Dynamic Bachelor of Commerce graduate with a diverse skill set ready to excel in various roles. Strong analytical abilities, adaptable, and eager to contribute positively to any professional setting.

EMPLOYMENT HISTORY

Sales Executive

Super Autos (Yamaha)

Sep 2022 - Feb 2023

Account Trainee

Gst Suvidha Kendra

Jan-2022 - Jul 2022

SUMMARY OF EXPERIENCE

Sales Executive

- Greet customers as they enter the showroom and provide a warm, friendly, and professional introduction.
- Understand customers' preferences and needs to recommend suitable bike models, features, and accessories.
- Engage in active sales discussions to highlight the benefits of various bike models and address customer queries effectively.
- Conduct product demonstrations and test rides, showcasing the unique features and performance of different bikes.
- Maintain a deep knowledge of the bikes in the showroom
- Manage customer follow-ups and build lasting relationships to encourage repeat business and referrals.

Accountant

- Assist in maintaining accurate and organized financial records.
- Enter financial transactions into accounting software or spreadsheets.
- Learn to review and verify GST transactions to ensure compliance with applicable laws and regulations.
- Contribute to the preparation and filing of tax returns
- Assist in reconciling bank statements and financial accounts to ensure consistency and accuracy.

DECLARATION

I hereby declare that the above-mentioned details are true to the best of my knowledge and belief.

JOEL C PETER