



# MEROL BABU JOSEPH

I am an MBA graduate Looking for the position of an organization to employ my understanding of administration, my skills, marketing and sales promote the growth of the company. I highly motivated with my opportunity with my skills & capabilities to improve my skills.

## CONTACT

**ADDRESS**  
Moonjanattu House,  
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Muvattupuzha, Pin - 686670

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+91 7012 600 108

**MAIL ID**  
merolb777@gmail.com

## PERSONAL INFO

**FATHER'S NAME**  
Babu M J

**GENDER**  
Male

**DATE OF BIRTH**  
28<sup>th</sup> May 1993

**BLOOD GROUP**  
O<sup>+</sup>

**NATIONALITY**  
INDIAN

**MARTIAL STATUS**  
Unmarried

## TECHNICAL SKILLS

MS Office  
Windows XP,7,  
Vista,8,10

## LANGUAGES KNOWN

**MALAYALAM** ██████████

**ENGLISH** ██████████

**TAMIL** ██████████

## HOBBIES



## CAREER OBJECTIVE

I seeking a challenging and innovative position in a firm that will maximize the opportunities for me to implement my skill set and knowledge as well as use my capabilities in the best way possible. So that I can enrich my skills and aid the development of the firm I work with.

## EXPERIENCE

**Floor Incharge**  
**Lulu Celebrate, Trivandrum**  
2022 December onwards

- » Responding to customer complaints and comments
- » Minitorizing the staffs performance, sales volume, administrating the floor for the satisfaction for the department & customers.
- » Attending and chairing meetings for the staffs for discussing the activities, sales planning & customer dealing.
- » Service Orientation – Actively looking for ways to help colleague's.
- » Train staff to perform allocated roles
- » Assist customers with any queries or requests.
- » Lead the employees in task procedures and guide them in helping customers
- » Merchandising to drive sales while ensuring overall cleanliness and organization of the store area.

**Floor Manager**  
**Jayalakshmi silks, Calicut**  
22 February 2021 to 9 December 2022

- » Managing & controlling Staffs.
- » Finding new ways to improve the store & attracting customers.
- » Meeting customer demands
- » Managing the stock levels & decisions about stock control.
- » Analysing sales figures and forecasting future sales volumes to maximise profits.
- » Dealing with staffing issues. conducting appraisals and performance reviews and providing or organising training and development for staffs.

**Office Staff**  
**AJTE Construction & Materials Dammam, Saudi Arabia**  
17 March 2017 - 03 May 2018

- » Preparing and completing warehouse orders for delivery or pickup according to schedule.
- » Check the store inventor & count the availability of materials
- » Prepare a daily sales report
- » Receiving and processing warehouse stock products
- » Track and document exact shipment arrival and departure times
- » Prepare all orders for shipment

## EDUCATION

**MBA**  
Master of Business Administration  
**2018-2020**

**HR & Digital Marketing**  
RVS Institute of Management Studies and Research,  
Sulur,Coimbatore  
Bharathiyar University

**BCA**  
Bachelor of Computer Application  
**2010-2013**

**Nirmala College, Muvattupuzha**  
Mahatma Gandhi University  
Kottayam, Kerala

**PLUS TWO**  
**2018-2010**

**Kerala Higher Secondary Board Examination**  
St. Augustine's Higher Secondary School,  
Kalloorkad, Kerala

**SSLC**  
**2008**

**Kerala Public Examination Board**  
St. Sebastians Higher Secondary School, Anicadu

## AREA OF INTEREST

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- » Human Resource
- » Management Trainee
- » Administration
- » Customer Support
- » Marketing
- » Office
- » Product Development
- » Marketing Channel

## REFERENCE

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Vijeesh Krishnamoorthi -  
"RVS IMSR"  
Placement Coordinator  
Vijesh@rvsgroup.com  
+91 7598699330

## PROJECTS

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### **Human Resource Management at Eastern Contiments Pvt Ltd (1 Month)**

- » To find the HR process at Eastern Contiments
- » To identify the recruiting process

### **Customer Satisfaction of 4 wheelers (90 Days)**

- » To identify the people who are using 4 wheeler in Coimbatore
- » To find the satisfaction level of customer

## INDUSTRIAL VISIT

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**Lakshmi Material Works (LMW), Coimbatore 04 September 2018**

## PERSONAL STRENGTHS

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- » Self-confident and Goal Orient
- » Strong analytical and problem-solving skills
- » Team player
- » Work under pressure
- » Initiative and dedicated
- » Effective Communication
- » Curious learner

## DECLARATION

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I here by declare that the above written particulars are correct and true to the best of knowledge and belief.

Merol Babu Joseph