EMIL SABU

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**Personal Statement**

An honest, intelligent, hardworking, sensible, self-motivated, with a flexible and friendly behavior, quest for knowledge and always eager to learn new skills and put the existing skills in practice. Effective organizational and communication skills and always ready to find a challenging position in a progressive organization.

**Career Objective**

To face challenges using knowledge, perception, and innovation to pursue long –term successful career in dynamic and professional environment of any leading through my aptitude, hardworking, dedication, determination, quick learning and self-motivated**.**

**Professional Experience**

**RELIANCE STORE (Sales Associate) June 2023-June 2024**

* Welcome and greet clients with a pleasant and delightful manner.
* Provide information to customers about products and services.
* Escort clients to appropriate places.
* Demonstrate the working of a product according to customer interest.
* Ensure that all products are well stocked and easy to reach.
* Make sure that work area is clean and shelves are arranged properly.
* Handle the customer inquiries through email and chats’
* Serve the customers by resolving the product and service challenges.

**Volunteer Experience (Assumption Church, Kerala India)**

* Greet and Welcome visitors to church.
* Assist with the church events such as potlucks, bake sales and fundraisers.
* Assist with the setup and cleanup of church services.
* Help with the distribution of church materials and literatures.

**Academic Awards**

Earned Academic Excellence award in Video editing (IRS Computers and Communications) Kerala, India.

**Employment History**

**Reliance stores, Kerala, India**

**Education**

**Completion of High school Program in Computer Science.**

**Computer Knowledge**

MS OFFICE

Microsoft Excel

HTML Language