

# JOYEL VARGHESE

## SALES ASSOCIATE

### PORTFOLIO

#### CARRIER OBJECTIVE

Experience In sales associate position for 3 years. Looking for a position as sales associate in an organisation which is continuously aim for growth in their field and to expand. To pursue an opportunity to contribute the best of myself to the organisation's growth.

#### Linkedin

<https://linkedin.com/in/joyel-varghese-8a47501aa>

### EXPERIENCE

**Sales associate**(( Jan 2019 ) - Present)

#### WALCO MIDDLE EAST WLL

Provide sales and operations support to sales and operations team on a day to day basis.

Coordinate with client and operations team to make sure quality of service work is provided to ensure customer satisfaction and repeated business.

Handle routine email,phone,fax and call enquiries related to services and preparation of marketing plan and execution.

Follow up enquiries with overseas clients.

Preparation and follow up on quotations prepared based on client enquiries and site visit.

Generate purchase orders,work orders,sales orders,DOs and delivery reports.

Coordinate with operations,purchase and accounts team on daily work activities and ensure timely deliveries to clients.

Administration and support on payment collection.

### EDUCATION

#### Bachelor of technology in Mechanical Engineering

COLLEGE OF ENGINEERING,ADOOR

(( Jun 2013 ) - ( May 2017 ))

#### Plus Two - Integrated Science

Model Technical Higher Secondary School

(( Jun 2011 ) - ( Mar 2013 ))

#### S.S.L.C

St.Judes English medium Higher secondary school

(( Jun 2010 ) - ( Mar 2011 ))

### PROJECTS

#### Main Condenser tube Cleaning services in LNG NIZWA in 2021

Worked as sales associate for the Main condenser tube cleaning work in LNG NIZWA at Oman Shipyard,Duqm,Sultanate of oman.

Scope of the Work including Tube sheet,Water box and condenser tube cleaning to remove debris inside condenser by using Low pressure Tube cleaning system or Trufit Tube cleaning system.

**Main Condenser Tube cleaning in LNG AL JASEERA at Nkom Shipyard**

### CONTACT ME



#### ADDRESS

House No.47/1004, Komoroth House,Pattath Road, Challikkavattom,Vennala P.O,Pincode 682028



#### WEB

Varghesejoyel71@gmail.com

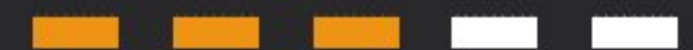


#### PHONE

+91 8921504778

### PRO SKILLS

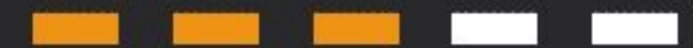
#### Microsoft Excel



#### Power point presentation



#### Microsoft Word



#### C programming



### LANGUAGES

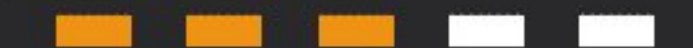
#### English



#### Malayalam



#### Hindi



### INTERESTS

1. read books, travel,music and dance

### REFERENCE

1. REFERENCE NAME