



BIJI JOSEPH

OFFICE EXECUTIVE / MEDIA COORDINATOR

Contact

Address

BUILDING # 1491, MUWAILEH SHARJAH, U.A.E.

Phone

+971 56 210 23 29

E-mail

bijjoseph90@gmail.com



Professional Summary

Talented Retail Advertising Sales Representative offering 9 years of experience and success in leveraging metrics to measure sales, publication and website performance. Highly adept at using marketplace intelligence to influence sales strategy and reach sales targets when expanding territory. Exceptional track record of goal achievement and stellar performance.



Work History

2014 - APR
2021 - DEC

Advertising Coordinator

JAIHIND ADVERTISING CO. COCHIN, KERALA

- Used consultative sales techniques to pinpoint customers' advertising needs and close on short-term and long-term sales contracts.
- Managed development of advertising and in-store materials to support promotions, maintaining compliance with legal, advertising and brand guidelines.
- Built strong client relationships and provided high value-adding services, resulting in increased company market share.
- Created and presented media and advertising packages to prospective customers.
- Educated clients on specific marketing strategies to increase client sales and overall promotion effectiveness

2012 - DEC
2014 - JAN

Magazine Reporter

MANGALYAM ONLINE.COM, COCHIN, KERALA

- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
- Created plans and communicated deadlines to ensure projects were completed on time.
- Served customers and followed outlined steps of service.
- Monitored company inventory to keep stock levels and databases updated.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Oversaw daily operations to ensure high levels of productivity.
- Demonstrated respect, friendliness and willingness to help wherever needed.



Education

2003 - JUN
2005 - MAR

High School Diploma

MASTERS COLLEGE - THURAVOOR
CHERTHALA, KERALA

2005 - JUN
2008 - MAR

Bachelor of Arts - Political Science

MASTERS COLLEGE - THURAVOOR
CHERTHALA, KERALA

2009 - JUL
2011 - MAY

Master of Arts - Communication & Journalism

DB COLLEGE - KEEZHUR
KOTTAYAM, KERALA



PROFILE INFO

DOB : 10TH APRIL 1988

PASSPORT DETAILS : R9736215,

ISSUED - 21/02/2018

EXPIRY - 22/02/2028

VISA STATUS : VISIT VISA

EXPIRY - 6TH MAY 2022

MARITAL STATUS : MARRIED



Skills

Management collaboration

●●●●● Good

Product and service sales

●●●●● Good

Marketing and advertising

●●●●● Very Good

Sales expertise

●●●●● Good



Software

MS WORD

●●●●● Good

MS EXCELL

●●●●● Good

MS POWERPOINT

●●●●● Good



Languages

ENGLISH

●●●●● Good

MALAYALAM

●●●●● Excellent

HINDI

●●●●● Average

TAMIL

●●●●● Average