



# JINEESH RAMANALIKKAL

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## PERSONAL DETAILS

GENDER : MALE  
DATE OF BIRTH : 22-NOV-1995  
NATIONALITY : INDIAN  
MARITAL STATUS : SINGLE  
PASSPORT NO : T6849845  
FATHER'S NAME : JAIFER.R  
RELIGION : ISLAM  
LANGUAGES : ENGLISH  
HINDI  
MALAYALAM  
VISA STATUS : VISIT VISA

## EDUCATION

- Bachelor of Computer Application (BCA) 2015-2018, University of Calicut
- Higher Secondary (Computer Science) 2012-2014
- SSLC 2011-2012

## PERSONAL SKILLS

- Flexible
- Positive
- Active Listener
- Work Ethic
- Punctual
- Customer Friendly

## SOFTWARES KNOWN

- MS Office
- Adobe Photoshop

## WORK EXPERIENCE

### **XPRESS BEES LOGISTICS(BUSYBEES INDIA PVT.LTD)** ASSISTANT SUPERVISOR 2019-2021

- Receiving and verifying shipments coming from main hub,
- Scanning shipments while receiving.
- Sorting shipments according to respective routes.
- Scanning and assigning shipments for OFD's and checking pending and re-attempt shipments for delivery.
- Checking Reverse pickups and assigning it for delivery SR's.
- Maintaining hub COD % target by supervising delivery SR's.
- Tracking shipments for customers and maintaining good relationship.
- Bagging Reverse pickups and RTO shipments.
- Handling cash and managing office.

### **ONUS EVENTS(Event Management Company)**

#### OFFICE ADMIN CUM EVENT SUPERVISOR 2015-2019

- Managing office duties such as dealing customers, checking decoration cloths, materials and dishes for food serving.
- Supervising staffs and managing events.
- Gather, review, analyse and evaluate client needs.
- Maintaining good relationship with customers and making sure they are satisfied.
- Making sure that everything is well served and hygiene.

## HOBBIES

