



JINEESH RAMANALIKKAL



+971-522417215



Sharjah, UAE



jine221195@gmail.com

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



Football



Music



Games



Movies