

# AJEESH P

Email: ajeeshpknr@gmail.com

Mobile: +91 9074084597

Kerala, India.



## Career Objective

Seeking the position of a **Logistic Assistant** to contribute my skills and knowledge in the field of logistics and meet customer satisfaction in an established organization.

## Profile Summary

- Professionally Qualifies with Masters in Business Administration (MBA) & Bachelor of Business Management from India.
- Excellent Skills in Microsoft office (Word, Excel, Power Point & MS project).
- In-depth knowledge of inventory management process
- Possess effective time management, oral and written communication skills
- Attention to detail and has the ability to work under pressure
- Effective communicator adept in delivering superior customer service and bridging the business and technical communities.
- Strong analytical and planning skills, combined with the ability to coordinate the efforts of many to meet organizational goals.
- Ability to work independently with less supervision as well as in a team environment

## Employment Experience

**Logistics Assistant Rivigo** Limited, Bangalore, India - 2016-2017

### **Job Profile:**

- Coordinate with Sales department for Deliveries.
- Check and forward the customer's purchase order.
- Segregate the purchase order and forward to picking section.
- Supervise the load the materials.
- Coordinate with Procurement Department.
- Check and receive the materials and forward to Quality department.
- Prepare the Goods Receipt voucher and forward
- Stacking arrangements:
  - Receive and allot the space for the materials
  - Maintain the stock cards and reconciliation with book stock on regular basis
- Dealt with complaints, suggestions, problems and requirements of potential customers in order to ensure customer satisfaction and good long term relations between the customer and rivigo Limited.
- Performed tasks of receiving, sorting, logging, and distributing all incoming shipments.
- Handled responsibilities of identifying, locating, obtaining and arranging shipment of requested products

**Trainee Sales Engineer**, Expose Limited, calicut, India - 2017-2018

### **Job Profile:**

- Searched new clients who could benefit from company products or services and maximizing customer potential in calicut market.

- Managed and interpreted customer requirements - listened to clients and used astute questioning to understand, anticipate and exceed their needs.
- Made technical presentations and demonstrated how a product will meet client needs.
- Supported marketing activities by attending trade shows, conferences and other marketing events.
- Determined replacement parts required, according to inspections of old parts, customer requests, or customers' descriptions of malfunctions.
- Implemented sales promotional activities as part of brand building and market development effort.
- Achieved the individual sales targets by converting the leads into business.
- Reviewed & interpreted the competition after in-depth analysis of market information to fine-tune the marketing strategies and escalated business volumes.

### **Academic Chronicle**

#### **Masters of Business Administration (MBA - Marketing & Logistics)**

Bharathiyar University, Coimbatore India

#### **Bachelor of Business Management**

Kannur University, Kerala India

### **Computer Skills**

- Microsoft Office™: (Word™, Excel™ PowerPoint™ Project™)

### **Personal Details:**

Nationality : Indian  
Date of Birth : 26-03-1993  
Languages : English, Hindi, Tamil and Malayalam  
Marital Status : Single  
Gender : Male

**Ajeesh P**