



SREEJITH V

PROFILE

To make positive contribution while being a part of your dynamic and well reputed organization in a position where my management, decision making and communication skills will be appreciated and enhanced

CONTACT

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HOBBIES

- Photography
- Travelling
- Listening Music

PERSONAL PROFILE

- Date of Birth : 10/06/1996
- Sex : Male
- Marital Status : Single
- Languages : English,
Malayalam,
Tamil

ACADEMIC QUALIFICATION

- **DGR Category 8**

Completed Dangerous Goods Regulations Recurrent Category 8 for Operations and Ground Handling Agent's Staff responsible for the Handling, Storage and Loading of Cargo, Mail, Stores and Baggage in 2020 valid till 10th January 2022

- **Bharathiar University**

Bachelor of Business Administration (Airline and Airport Management) [2014-2017]

- **Kerala State Board**

Higher Secondary Education [2014]

Secondary Education [2012]

WORK EXPERIENCE

1. **Worked as store in charge at A& A Traders (Chemicals & Fertilizers) [Apr 2021- Nov 2021]**

- Receive, distribute and maintain adequate quantities of stocks at all times
- Inform the purchase department well in advance about the items that reach the re- order level to order from supplies
- Review physical inventories periodically
- Maintain stock and consumption records
- Check incoming materials for quality, and quantity against invoices, purchase orders and packing slips or other documents
- Make clear notes on the receipt of the items against each invoice
- Keeps and updates records of good received and issued
- Disposes of expired and waste stock according to the current procedure

PASSPORT DETAILS

- Passport No : P91353629
- Date of Issue : 12-4-2017
- Date of Expiry : 11-4-2027
- Place of issue : Cochin

2. Worked as Document Controller Byju's learning app [Nov 2020-March 2021]

- Responsible to manage, storage, distribution and filing of all documents in both paper and electronic format
- Assists with the filing of electronic documents, updating of document revisions and input of required information
- Ensure that all the received/issued documents have required attributes, numbering, and file naming
- Create and maintain a database of prospective clients and forward to sales team
- Leasing with sales team to ensure all the documents received from internal or external sources are recorded and filled.
- Assisting sales team with Commercial and Technical Proposals documents preparation.
- Setting up meetings with sales team and management.
- Takes minutes of meeting, maintaining weekly and monthly minutes record.

3. Worked as Ramp Agent in Ramp Service Department at Cochin International Airport Limited. [Aug 2017 – Sept 2020]

- Load/unload passenger luggage, air cargo, bulk containers/pallets onto carts and/or dollies to designated location
- Deliver passenger luggage to claim area and unload onto conveyor system
- Load/unload wheelchairs and child strollers and deliver to designated location
- Provide special handling of luggage/cargo as directed
- Placement of chocks and cones around the aircraft
- Operate ground support equipment which may include baggage tugs, baggage carts, aircraft steps, belt loaders, aircraft ground power units, tow bars, container loaders, water/lavatory service trucks, aircraft de-icing units, cargo dollies and passenger vans.
- Report all equipment malfunctions to the appropriate supervisor
- Comply with airport authority and carrier security requirements/operation procedures.

4. Worked as a Purchase and Wholesale agent at City Star Foot Wares [2015-2017]

- Contact potential customers through phone calls
- Arranging business leads through market research
- Meeting Customers and owners
- Create and maintain a database of potential clients
- Preparing Purchase Order and quotation.
- Tracking and maintaining stock list

PROFESSIONAL SKILLS

- Strong computer skills (proficient in Microsoft Office and Windows)
- Organizational (task prioritization) and administration skills
Computer literature, with strong skills in and EXCEL
- PC skills including Word and Excel
- Data analysis & problem-solving skills
- Strong use of Microsoft Office Excellent Excel knowledge