



JASHIM Paruthikunnan

Mob: 00971 565714417

CAREER OBJECTIVE

Seeking a career in warehouse and logistics operations/ in office admin where I can utilize my experience and qualification that gives me opportunities to learn, innovate and enhance my experience, skills and strengths in conjunction with company goals and objectives.

WORK EXPERIENCE

Name of the Company : Indian Oil Corporation Outlet, Kerala, India
Designation : Business Administrator cum Accounts
Duration : 01st December 2017 to Present
Place : Kerala, India

Duties:-

- Set overall sales target and support Point of Sale to achieve their target
- Prepare and maintain day book, and settle daily collection from the point of sales.
- Maintain ledgers of parties, purchase, sales and general ledgers.
- Maintain good relations with the IOC office and higher authorities.
- Accurately prepare all banking reports and cash transactions.

Name of the Company : Al Saiee Spices Trading LLC.
(Tasty food FMCG Import, Export & wholesale)
Designation : Warehouse Operation
Duration : 10th June 2015 to 05th July 2017
Place : Sharjah, UAE

Duties:-

- Managing warehouse facilities and logistics team in terms of raw materials and finished goods
- Optimize distribution channels and recourses
- Support in bound, including new shipments and return from the customer, GRVs.
- Support out bound movements of stock to customers
- Support warehouse and logistic activities to maintain store keeping and dispatching the stock.

ABOUT ME

Gender : Male
Date of Birth : 03/09/1989
Age: 32
Nationality : Indian
Marital status : Married
Father's Name : Ashraf

Visa Status: On visit
Validity: Till May 10 2022

CONTACT

 Dubai, UAE
 0565714417 (UAE)
+91 9895226880 (INDIA)
 jashimjashi102@gmail.com

PASSPORT DETAILS

Passport No : L2361384
Place of Issue : Malappuram
Date of Issue : 18-06-2013
Date of Expiry : 17-06-2023

LANGUAGE KNOWN

English
Hindi
Malayalam

SKILLS

Attentive listening and effective oral communication skill

Fast learning and adopting new work atmosphere

Problem solving efficiency

Good leadership skills

Critical thinker

Ability to quickly create and apply ideas and solutions

Name of the Company : MG Logistics Pvt. Ltd

Designation : Logistics and Shipping admin assistant (Cargo handling)

Duration : 03rd April 2013 to 28th February 2015

Place : Chennai, Tamilnadu

Duties:-

- Receive shipments and ensure both quality and quantity.
- Trace, track and expedite purchases processes.
- Ensure all payments are processed on time
- Create and maintain contact with vendors and customer to ensure timely delivery of goods.

EDUCATION

➤ **BBM (Bachelor of Business Management)**

C.M.S College University of Bharathiar, Coimbatore, India. – June 2009 to April 2012

➤ **Professional Diploma In Logistics and Shipping certified**

➤ Good Ocean Maritime – Institute for Logistics, JLT-Dubai, UAE

Indian Institute of Logistics - Chennai, India–June2012 to November2012

➤ **Certified ERP Professional (SAP Germany)**

Global Certification, German

➤ **PG Diploma In Business Accounting and Management**

The Institute of Professional Accountants, Kerala

TECHNICAL PROFICIENCIES

- MS Office
- Accounting Package
- Office Automation

DECLARATION

I hereby declare that all the statements given above are true to my knowledge.

Jashim P