

ABDUL JALEEL

EXPERIENCE

Processing Executive

XPRESSBEES | Kochi, India

30-05-2022 To 15-04-2023

- Receive, review, and process incoming orders from customers, sales representatives, or other sources.
- Verify order details, including product codes, quantities, pricing, and shipping information.
- Accurately enter order data into the company's order management system or database.
- Maintain proper documentation and records of all orders, including order forms, invoices, and shipping labels.
- Collaborate with internal departments to ensure timely order fulfillment.
- Communicate with customers regarding order status, changes, or issues that may arise.
- Coordinate with the warehouse or inventory team to ensure stock availability and initiate the fulfillment process.
- Address and resolve any order-related issues, such as pricing discrepancies or shipping delays.
- Provide excellent customer service by promptly responding to inquiries and concerns.
- Identify process improvement opportunities and suggest enhancements to increase efficiency and customer satisfaction.

INTERNSHIP

GPR Resources PVT. LTD

, 3 months Warehouse Claim Coordinator Under DDU GKY at
GPR Resources PVT. LTD, Thrissur

PROJECTS

TURF MANAGEMENT SYSTEM (01/2020 - 02/2020)

Created a turf management system using java

Car Pool (08/2021 - 09/2021)

Created an application named car pool using Android Studio



CONTACT



+971 504756685



jaleelcherikkal@gmail.com



Sharjah

EDUCATION

Diploma in Computer
Engineering

Government Polytechnic College

Plus Two

Kerala Board

SSLC

Kerala Board

PERSONAL DATA

Date of birth : 23-12-2000

Sex : Male

Nationality : India

Marital status : Single

Passport No : U2751754

Visa : Visit Visa

Expiry of visa : 19-09-2023

LANGUAGES

- English
- Hindi
- Malayalam

SKILLS

- Good team worker
- Good Communication skill
- Dedicated personality