

CURRICULUM VITAE

PRATHEESH A

Attampully

Vaniamkulam Po

Ottapalam

Palakkad, Kerala

pratheeshvaniamkulam@gmail.com

Mob: +91 8891664547



Objective:

To build a career with a reputed organization, which will help me to explore myself fully and realize my potential and use them for personal as well as organizational growth.

Profile:

I am well organized, reliable, and hardworking and possess good communication skills and have a positive mental attitude. Efficient in negotiation, my interpersonal relationship building capability and analytical skills are added advantage to my keenness ability to work hard, openness to challenges. I am confident of fulfilling any responsibilities given to me and handling correspondences independently from experiences gathered from my previous jobs. As an individual, I would like to work exploring my potential to the fullest and grow in an environment that is open, honest and supportive.

PROFESSIONAL EXPERIENCE:

From 20th April 2019 to 20th April 2021

Company name : **NOON E COMMERCE SOLUTIONS SINGLE PERSON .LLC**
Designation : Senior Logistic Associate
Place : Saudi Arabia

WORK PROFILE

- Handling RTO section.
- PDD Clearing & Cash handling.
- DA's Route Fixing and planning on daily basis according to the load.
- Checking Potential Lost and Open shipments and closing ASAP.
- Misroute connecting to another HUB.
- Receiving incoming shipments and preparing outgoing shipments.
- Inspecting incoming & outgoing shipments.
- Speaking with low performance DA's and understanding the issues facing them and helping in solving the same.
- Replying to the Mails and ensuring all has been acknowledged.

From March 2014 – August 2018

Company name : **P K DAS INSTITUTE OF MEDICAL SCIENCES**
Designation : Office Clerk & Document Controller
Place : Ottapalam, Kerala

Work Profile

- Provide clerical support to all Administrative Correspondence.
- Correspondence with Kerala Government, Kerala University of Health Sciences and Medical Council of India, New Delhi
- Scheduling meetings and allocating the conference rooms accordingly
- Keep track of the office stationary and order according to requirements
- Files and Record Keeping
- Correspondence with the legal advisor.

Educational Qualification

- BMS (Business Administration)
- Plus Two under Government of Kerala
- S.S.L.C. from the Board of Public Examination, Kerala

Technical qualification

- ITI Mechanical Auto Electrical & Electronics (NCVT)

Computer skills

- Ms word
- Ms Excel
- Ms PowerPoint

Personal Details

Name	:	PRATHEESH A
Father's Name	:	Mr. Raman A
Contact number	:	+91 8891664547
Sex	:	Male
Date of birth	:	15/01/1996
Marital status	:	Unmarried
Religion	:	Hindu
Nationality	:	Indian
Passport Number	:	PB1369397
Driving License Number (SAUDI)	:	2467744328
Languages known	:	English, Malayalam, Hindi & Tamil.

Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Place: Vaniamkulam

Date:

PRATHEESH A

