

SABIQUE SA

Profile

Energetic Logistics and Distribution Managed with a demonstrated commitment and ability to work under pressure. Able to apply a demonstrated knowledge of relevant health and safety regulations and employment laws. Effective team worker and a positive communicator.

Strong planning experience within a warehouse operation. Works on own initiative in a pressurized environment to tight deadlines. Thorough understanding of transport regulations. Team-minded and systematic professional.

Contact

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EDUCATION:

10th

CARDINAL HIGHER SECONDARY SCHOOL-KOCHI

12th

DEEPA COLLEGE (NIOS)

**DEGREE: KMEA COLLEGE OF ARTS AND SCIENCE
BACHELORS OF BUSINESS ADMINISTRATION (BBA)**

2017-2020

EXPERIENCE

BIG BASKET – Delivery coordinator

March 2020-April 2021

Provide support in pick-up and delivery of products according to customer orders.

Obtain customer orders for product deliveries including product style, colour, delivery date, address, and phone number contact customers to confirm delivery date and address.

Work in compliance with federal and state regulations.

Provide outstanding services and ensure customer satisfaction.

LULU WEB STORES – Delivery Executive

July 2021-April 2022

Ability to multi-task and work with and assist admin, logistics, sales, and service personnel.

Plan and coordinate product delivery activities to ensure accurate and timely deliveries to customers.

Respond to delivery-related inquiries and concerns from customers.

Make last-minute order adjustments as requested by customers and notify customers about any delivery delays in advance.

Schedule deliveries and prepare delivery documentation process driver payrolls and review driver paperwork for shipments customers.

Handle and transport hazardous products safely track the status of product deliveries and resolve any issues promptly.

Ensure that products are properly packed, stored, and transported to avoid any accidents and damages.

LANGUAGES KNOWN:

English

Malayalam

Hindi

SKILLS:

Cultural Awareness

Analytical thinking

Computer efficiency

Microsoft Word, Microsoft Excel, and PowerPoint

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and bear the responsibility for the correctness of the above-mentioned particulars.
