



## RIYASUHEEN R

### EXPERIENCE

- **Roshini Associates Amazon- Palakkad, Kerala**  
*11/2019 - 11/2020*  
Delivery Executive
  - Ensure customer availability and deliver the consignment.
  - Collect cash from customer.
  - Collect return item from customer.
  - Cross check the consignment through mobile application.
  - Tell about payment policies.
  - Directed daily operations to achieve maximum efficiency and productivity.
- **INSTAKART PVT LTD - EKART - Palakkad, Kerala**  
*11/2017 - 11/2019*  
Delivery Executive
  - Cross check consignment.
  - In-scan the consignment through ERP.
  - Sort consignment based on the pin code.
  - Store keeping.
  - Create Runsheet.
  - Ensure availability of customer by making phone calls.
  - Arrange a wish master to deliver that consignment.
  - Collect cash from customer.
  - Check return request through ERP.
  - Cross check returned consignment is correct.
  - Arrange a wish Master to pick up returned package.
  - Outbound the returned items by bagged and sealed and dispatch.
  - Delivered high level of service to customers in effort to build upon future relationship.

### CONTACT

@ khanriyas53@gmail.com

📞 9809373748

📍 Naithala Parakulam Erattakulam  
(PO)  
Elappully Palakkad

### SKILLS

- Communication Skills. Leadership skills and team player. commitment towards given task. Organizational skills. Self-motivate. Decision Maker. Critical Maker. Matured enough to handle sensitive information. key performance indicator.
- Accuracy Packing Cleaning equipment Safety skills Honest Reliable

- **Dotzot-DTDC**

*07/2016 - 09/2017*

Delivery Executive

- Cross check whether inbound consignment is ours.
- Receive consignment.
- Consignment In-scanning.
- Sorting based on pin code.
- Store-keeping
- Check availability of transportation.
- Outbound the consignment.
- Collect daily run sheet (DRS) from franchise to keep record.
- Upload DRS through ERP
- Collect consignment from franchise for dispatch.
- Sort the collected consignment for based on destination pin cod
- Over-seeing the activities including outsourcing of various servic and reduce cost

- **SB Solar &Wind**

*07/2013 - 11/2015*

Service Engineer

- Installed, repaired, replaced and quality inspected product
- Maintained an accurate and up to date work log, including inspec
- Provided customers with regular feedback on service request s & preventive maintenance.

## EDUCATION

- **ISSD TUV SUD JAIN**

*2023*

Warehouse & Procurement Management

- **Bharathiar university**

*2021*

BBA

Pursuing

- *2017*

Diploma in indian and foreign accounting

- **NIOS**

*2017*

Commerce

- **IETE**

*2013*

Diploma in Electronics and Telecommunication

- **Kerala State**

*2007*

SSLC

**ADDITIONAL INFORMATION**

English, Malayalam, Hindi, Tamil