



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 a 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