



# JISHNU RAJ K R

## Profile

An engaged and motivated business student with strong communication and self motivational skills. I have always been interested and enthusiastic about acquiring new information and skills that helps me to improve. The energy that drives me is drawn from the urge to improve myself. I will be committed to the work given with at most sincerity and commitment towards the company and client. My communications skills are eloquent in English, Malayalam and Tamil.

## Employment History

### Despatch Manager, VK Tiles, Mannarkkad, Palakkad, Kerala, India

Sep 2022-Dec 2023

- Coordinated with customers to ensure timely and accurate delivery goods
- Developed and implemented effective despatch policies and procedures
- Scheduled deliveries in accordance with customer requirements and route optimization.
- Developed and maintained relationships with key vendors and customers

### Internship, ESS EMM Textiles, Sulur, Tamilnadu, India

14 Jun 2021-15 Jul 2021

- During the internship programme I found punctual hardworking and inquisitive
- Daily production planning, productivity tracking, and reporting utilizing the warehouse management system run weekly shipping reports

### Project, Marutham Meat products, Navakarai, TamilNadu, India

(Sub: A STUDY ON MULTI MODAL TRANSPORTATION)

- To learn about materials management and physical distributions
- Discuss the important management activities

## Education Qualification

- MBA (Sree Saraswati thyagaraja college, Pollachi, Tamilnadu,India)  
Logistics and supply chain management (2020-2022)
- BA (Distance education)  
English literature (2016-2019)
- PLUS TWO (GHSS Karimba, Palakkad, Kerala ,India)  
Biology (2014-2016)
- SSLC (DBHSS Thachampara)  
(2014)

## Computer Qualification

- Diploma in computer Application  
(programming with C&C++)
- MS word
- MS PowerPoint
- MS Excel
- Social media handling

## DETAILS

Internet building  
Flat 304  
4b street  
Al Karama, Dubai  
United Arab Emirates  
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: +971 566397469  
[jishnurajkkd@gmail.com](mailto:jishnurajkkd@gmail.com)

## JOB RESPONSIBILITIES

Stocking  
Labeling  
Documentation  
Team management  
Team work  
Procurement  
Active listening  
Project management  
Supply chain management  
Inventory management  
Logistics operations  
Transportation management  
Project management  
Data analyst  
Price negotiation  
Record keeping  
Relations management  
Vendor selections & management  
Freight forwarding  
Office management  
Administrative assistance  
Report writing

## LANGUAGES

English  
Hindi  
Malayalam  
Tami

## Certifications

- Export import procedure & documentations (Sree Saraswati Thyagaraja college, Pollachi, Tamilnadu, India)
- Basic of sales order management in supply chain management(ION Digital hub)
- Basic of logistics,fleet management and warehouse(ION Digital hub)
- Basic of inventory management(ION Digital hub)
- Basic of customer services(ION Digital hub)
- Digital marketing training (DigisnareTechnologies Bangalore)
- Digital marketing foundation(Digisnare technologies Bangalore)
- Web design and development foundation (Digisnare technologies Bangalore)

## Participation and workshop

- Shaping young mind program from all India management association
- Online quiz by Bangalore amrita college of arts and science
- E-cell quiz by Balamaurugan polytechnic college
- National level e quiz by St.claret college bangalore

## Personal skills

Above average in English oral and written.

Fast learner and easy to adopt with new environment.

Accept the challenges and always eager to improve my abilities.

High motivation and self confidence.

Telephone manners and handling the customer complaint.

Hardworking and can handle responsibilities under pressure with positive attitude.

## Declaration

**I solemnly declare that all the information furnished in this documents is free of errors to the best of my knowledge.**

## PERSONAL INFORMATION

Date of Birth 22/06/1998

Gender Male

Nationality Indian

Marital Status Single

## Passport Details

Passport Number T8872180

Issue Date 30/08/2019

Expiry Date 29/08/2029

Place of Issue Cochin