



JITHIN J MENON

To secure a challenging position where I can effectively contribute to the growth and success of the organization and simultaneously contribute to my skills and acquiring knowledge on the road to success.



CONTACT

- +971 542976403
- jithinjmenon1998@gmail.com
- Al Khail Gate 3, Al Quoz, Dubai

KEY SKILLS

Communication

Analytic Skills

Leadership

Hardworking

Time Management

Quick Learner

CERTIFICATION

- Job training Programme from 16th Nov 2015 to 30th Nov 2015

LANGUAGES

English	<div></div> 80%
Hindi	<div></div> 80%
Malayalam	<div></div> 100%
Tamil	<div></div> 60%

ACADEMIC CREDENTIALS

PGP IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT| 2022

- UPES (University of Petroleum and Energy Studies)
- Blitz Academy Ernakulam, Kerala, India

BACHELOR OF COMMERCE IN COMPUTER APPLICATION| 2021

- Bharathiar University
- Bharathiar University (Campus Centre), Coimbatore, India

HIGHER SECONDARY | 2016

- Board of Vocational Higher Secondary Education, Kerala, India
- Government Vocational Higher Secondary School (THS) Kodungallur, Kerala, India

SSLC | 2014

- Board of Public Examination, Kerala, India
- St. Anne's HSS, kottapuram, Kerala, India

TECHNICAL /SOFTWARE KNOWLEDGE

- Software's : C++, ORACLE, JAVA
- MS Office Packages : MS Word, MS Excel, MS PowerPoint
- Operating System : Windows 7, 8, 10
- SAP In Material Management
- Internet

EMPLOYMENT CHRONICLE

CUSTOMER SUPPORT CUM

DOCUMENTATION EXECUTIVE | 10th Sep 2021 – 10th Dec 2022

DELIGHT 41 LOGISTICS, KOCHI, KERALA, INDIA

- Coordination with customers and container liners
- Proofreading all documents
- BI draft generation
- Customs clearance activities
- Shipping bill and bill of entry filing
- Business generation
- Coordination with customers and container liners
- Resolve customer complaints brought to your attention.
- Create policies and procedures.
- Plan the training and standardization of service delivery.
- Possess excellent product knowledge to enhance customer support.
- Maintain a pleasant working environment for your team.
- Remove documents that are obsolete.



PASSPORT & VISA DETAILS

Passport No : T2567257
Date of Expiry : 03-12-2029
Place of Issue : Cochin

Visa Status : Visiting visa
Date of Issue : 28-01-2023
Date of Expiry : 29-03-2023

INTEREST

 Music  Travel  Reading

REFERENCE

- Available upon request

PROFILE SUMMARY

- Negotiate contracts with suppliers to obtain best price and service
- Implement procurement strategies to maintain security of supply and optimum value for money
- Develop key relationships with business stakeholders and strategic supply partners to improve business
- Implement change and develop new processes to better procure goods and services
- Utilized computer programs to carefully track inventory on hand and inventory needs.
- Conducted inventory audits for inventory in each department.
- Implemented inventory control strategies.
- Kept careful documentation of all incoming inventory.
- Ordered and tracked inventory on hand.
- Expertly support and manage day-to-day purchasing operations
- Strategically source new vendors and manage existing vendor relationships for all indirect materials, services, and equipment

PERSONAL DOSSIER

Gender : Male
Date of Birth : 27-09-1998
Marital Status : Single
Nationality : Indian
Address : Jithin Nivas Kolezhuthu Parambil House,
Anchapalam, Methala P.O,
Kodungallur, Thrissur, Kerala, India
Pin: 680669

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

Place :
Date :

JITHIN J MENON

