

Ratheesh R Pillai

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Post Applied For

Storekeeper / Attendant / Data Entry Operator / Time Keeper/ Supervisor

Career Objective

A result oriented and Assertive individual seeking to achieve aims and goals of the organization with complete dedication, diligence, professionalism, discipline and spirit of team work while aspiring to take on higher.

Work Experience

(From November 2009 to December 2012) 3 year worked as an **Administrative Assistant** in **Berkeley services Dubai**

Tasks included

Answer and direct phone calls, Organize and schedule meetings and appointments, Produce and distribute correspondence memos, letters, faxes and forms, Assist in the preparation of regularly scheduled reports, Order office supplies Book travel arrangements etc.

(From January 2013 to March 2014) working as a **Facility Clerk** in **DubaiOmics FZLLC Dubai UAE,**

Tasks included

Oversees the maintenance of buildings, grounds, security and office equipment

(From June 2014 to January 2017) Working as a **Stocks and Logistics Supervisor** in **Al Fahim Investment Holding Group Dubai UAE**

Task Include

- Responsible for the on-going management and development of assigned employees. Establish employee goals and provide direct feedback on a regular basis
- Establish and manage relations with warehouses, ocean carriers, customs broker, drayage providers, sales force and customers
- Assign tasks, review work, and provide direction to staff while ensuring logistics processes are met within established timelines
- Employ continuous improvement framework to improve inventory accuracy and reduce instances of non-compliance
- Continuously monitor and improve the working environment to ensure a safe workplace agreed inventory parameters, Purchase inventory within the agreed budgets, coordinating with the supplier, making reports, etc.

(From May 2017 to June 2022) **Consumer Relation Manager** in **S M L Finance Limited**,

Tasks included

- Creates a safe workplace for team members and emphasizes safe workplace behaviors
- Performs work in support of the brand, demonstrates daily work and company mission
- Assist with recruitment process of hiring associates, including interviewing and teaming with Human Resources to make hiring decisions
- Help implement process improvements to increase accuracy and improve
- Provide reports to management on turnaround, production, profit and loss, etc.
- Certify that re-worked/returned units meet quality standards and is created accurately into warehouse inventory
- Manage employee development and growth of your team

Educational Qualifications

COURSE	SUBJECT	YEAR OF PASSING	BOARD/UNIVERSITY
S.S.L.C		2003	General education dept. Gov't of Kerala
+2	Science	2005	Board of higher secondary examination

General Strength

Fast learning qualities.
Strong interpersonal and communication skills.
Adaptability and innovation.
Work under pressure.

Personal Profile

Born : 31st May 1988
Sex : Male
Email : ratheesh2099@gmail.com
Nationality : Indian
Marital status : Married
Address : Radhavilasam
Kadampanad South post
Adoor
Pathanamthitta– 691553
Kerala, India.
Phone : +91 70 2511 9956, +91 6238458355 +91 4734281058
Languages Known : English, Malayalam, Hindi, and Tamil.
Hobbies : Sports, Music, Photography

Passport details

Passport Number : T 8151979
Place of Issue : Trivandrum
Date of Issue : 27-08-2019
Date of Expiry : 26-08-2029

Declaration

I hereby declare that all the above mentioned are true to the best of my knowledge and also assure you my full potential and dedication in all tasks assigned to me.

Ratheesh R Pillai.