

# SUDHEESH. M

## OBJECTIVE

Dedicated and detail-oriented office assistant with exceptional organisation and communication skills. Highly adept at managing administrative tasks and providing comprehensive support to ensure the smooth operation of office environments. Proven ability to handle multiple responsibilities efficiently and maintain a high level of professionalism.

## EXPERIENCE

### Receiving & Dispatching Warehouse officer 2021 - 2025

Blue Dart Express Ltd

- Inventory Coordination, Verify inventory availability before dispatch, Record outgoing goods in inventory systems.
- Keep inventory areas clean, organized, and free from obstructions.
- Follow safety protocols while handling or moving inventory.
- Provided comprehensive administrative support to a team of 20 employees, including executive staff. Managed calendars, scheduled meetings, and made travel arrangements for executives.
- Prepare dispatch documents (manifests, delivery notes, route sheets), Record times of departure, arrival, and completed deliveries.

### Salesman cum cashier 2018 - 2021

MRM supermarket

- Greet customers warmly and assist them in finding products.
- Provide information on products, pricing, and promotions.
- Stay updated on product details, features, and benefits.
- Accept payments via cash, credit/debit cards, UPI, or other methods. Ensure products and display areas are neat and tidy.

## EDUCATION

### MCPA (Master of computerized Professional accounting) 01/03/2021

### PLUS TWO (Higher Secondary Education) 15/05/2017

Board Of Public Examination Kerala

### Hardware and Networking 2018

PMKY (Pradhan Mantri Kaushal Vikas Yojana)



## CONTACT

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## SKILLS

• Organisation Skills • Ms Office • Tally ERP9 • Basic Maths • Google Workspace • Multitasking • Confidentiality • Problem-solving • Customer service excellence • Adaptability • Office equipment operation • Teamwork



## LANGUAGES

English -Fluent

Tamil -Intermediate

Malayalam -Native

HINDI -Intermediate

## INTERESTS

Warehouse Assistant

Receiving clerk

Dispatching clerk

Office and Store Assistant

Cashiering

Sales Associate