



# SREEJITH T

## PERSONAL DETAILS

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Address :Sunil Nivas, Melmuri  
Pulassery, Koppam,  
Palakkad,  
Kerala, India  
Pin: 679307

Nationality : Indian  
D.O.B : 09/03/1998  
Gender : Male  
Marital Status : Single

## ACADEMIC CREDENTIALS

**2024 WAREHOUSE&PROCUREMENT MANAGEMENT**  
ISSD, Kochi, Kerala, India

**2018 INTERNATIONAL TAXATION & ACCOUNTING**  
TASC, Calicut, Kerala, India

**2018 B.Sc MATHEMATICS**  
University of Calicut, Kerala, India

**2015 PLUS TWO**  
GJHSS Naduvattom, Kerala, India

**2012 SSLC**

## COMPUTER PROFICIENCY

- ❖ Tally ERP 9
- ❖ MS Word
- ❖ MS Excel
- ❖ MS PowerPoint

## LANGUAGES KNOWN

- ❖ English
- ❖ Malayalam
- ❖ Tamil
- ❖ Hindi

## CAREER SUMMARY

Dedicated and accomplished Operations Executive with a proven track record of optimizing organizational efficiency and achieving operational excellence. Possesses extensive experience in developing and implementing strategies to enhance productivity, streamline processes, and drive business growth. Adept at leading and motivating cross-functional teams, ensuring seamless coordination and collaboration across various departments. Exceptional analytical and problem-solving abilities, with a keen eye for identifying areas for improvement and implementing effective solutions.

## EXPERIENCE

**OPERATION EXECUTIVE** | 05/11/2019 – 10/06/2024  
V-TRANS INDIA PRIVATE LIMITED, INDIA

### KEY RESPONSIBILITIES

- Develop and implement operational strategies aligned with the organization's objectives.
- Trained, mentored and motivated employees to maximize team productivity.
- Engaged employees to create safe, energetic work environment through feedback and recognition.
- Oversaw implementation of procedure, goals and objectives within operations.
- Developed work plans and schedules for employees to facilitate adequate staffing for service requirements.
- Manage relationships with vendors and suppliers, negotiate contracts, and monitor service levels and agreements.
- Analyze operational data to identify trends, areas for improvement, and opportunities for cost savings.
- Ensure compliance with industry regulations, company policies, and safety standards.

### KEY SKILLS

- ❖ Operational Planning
- ❖ Data entry management
- ❖ Process Improvement
- ❖ Team Management
- ❖ Problem Solving
- ❖ Supplier Management
- ❖ Safety Management
- ❖ Time Management
- ❖ Leadership
- ❖ Excellent Communication

## DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

**SREEJITH T**