



✉ shijuvinu12@gmail.com

☎ +971547646773

📍 17 vskb nagar Kasthurinayakan Pala
yam Vadavalli Coimbatore -641041

SKILLS

Order picking and processing Auto
delivery Vehicle systems Delivery
recordkeeping Shipping and packaging
Server support Security updates Report
generation Audit Support Onboarding
Physical stamina Safety and security
Security camera monitoring Security
operations experience Background
investigations

Ms office Excel Power point

LANGUAGES

Tamil

English

Malayalam

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

Mis executive

05/2012 - 07/2017

Sampuranam distributors

Generated reports each month covering [Type] data.

Planned and led administration of management
information system for achieving threshold-level
performance.

Produced tables, pivot reports and charts for use in key
decision-making processes.

Led system training to meet information retention policy
and government regulatory guidelines.

Delivery executive

07/2017 - 11/2017

G4s Amazon

Completed on-time deliveries by choosing best and most
efficient routes.

Loaded truck and properly secured items to prevent
damage for deliveries.

Delivered packages to customer doorsteps and business
offices.

Mis executive

12/2017 - 05/2020

Vinayaga agencies

Generated reports each month covering [Type] data.

Planned and led administration of management
information system for achieving threshold-level
performance.

Produced tables, pivot reports and charts for use in key
decision-making processes.

Delivery associated

06/2020 - Till date

Amazon transport service pvt Ltd

Completed on-time deliveries

EDUCATION

Secondary school leaving certificate

2008

Corporation Higher secondary school
70%

Bachelor of computer application

2017

Bharathidasan distance education