

PERSONAL

NAME: JIJEESH

BIRTHDATE 24th January 1989 NATIONALITY INDIAN

PASSPORT

VALID TILL 13TH APRIL 2017

CONTACT

EMAIL: jijeesh.346811@2freemail.com

MOBILE

RECOGNITIONS

Though my experience in working with him didn't exceed a period of 6 months, I found him

professionally sound, hardworking, and extremely

dedicated. He has the motivation to take initiative task and has been instrumental in project completion and timely coordination.

**Sharon Kumar G**

**CEO**

**Chizrinz Infoway Pvt Ltd**

LANGUAGE

English

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SPOKEN | 10 | 10 | WRITTEN |  |
|  |  |

Malayalam

|  |  |  |  |  |
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Tamil

SPOKEN 7 7 WRITTEN

PROFILE



I have completed my MBA in Operations and Finance and have gained considerable exposure as a Project Team leader. My career has so far revolved around Event Management, FMCG, and IT. What has remained constant though is my core area of operations focused on Operational Activities, PR Activities, Advertising, Space Management and Client Relations. My last assignment with Chizrinz tasked me with Project Management for “WEDDADA” in the period between June 2016 and December 2016.

KEY SKILLS

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vendor Acqusitions |  |  |  |  |  |  |  | 8 |
|  |  |  |  |  |  |  |  |
| Vendor Relations |  |  |  |  |  | 8 |
|  |  |  |  |  |  |  |  |
| Inventory Management |  |  |  |  | 7 |  |
|  |  |  |  |  |  |  |  |
| Reporting and Documentation |  |  |  |  | 7 |  |
|  |  |  |  |  |  |  |  |
| Task Allocation |  |  |  |  |  | 6 |  |
|  |  |  |  |  |  |  |  |
| Space Management |  |  |  |  |  | 6 |  |
|  |  |  |  |  |  |  |  |
| Project Management |  |  |  |  |  | 6 |  |
|  |  |  |  |  |  |  |  |  |
| Client Management |  |  |  |  |  | 6 |  |
|  |  |  |  |  |  |  |  |  |
| 0 | 2 | 4 | 6 | 8 | 10 |

NOTABLE MILESTONES

* Selected as the Best agro startup In startup conclave 2015 by Agro park.
* Entrepreneurship development programme (general) by Kitco.
* MSME Training certificate (Food safety management systems ISO-22000 and internal audit).
* First prize in best management team competition (KICMA-fest 2013)
* Endurance run category of Trivandrum 2014.
* Participated in Business quiz, Shaping young minds programme, IOD, etc

EDUCATION

2014: MBA - Operations And Finance - ICM-IMK Poojappura -

Kerala University

2011: BE Mechanical Engineering PSNACET - Anna University - 63%

2006: Higher Secondary Education – St. Gregorious Higher Secondary School, (SGHSS), Kottarakara State Board 70%

2005: SSLC - GVHSS (Govt. Vocational Higher secondary school, Kulakkada) – State Board - 78%

ACADEMIC PROJECTS

* Design and inspection of fixed cone roof storage tank for storing furnace oil at BPCL govt India enterprise Cochin refinery.
* Project in Seven wastes in production at HLL life care ltd Peroorkada.
* One month internship in IT@ School projects, Thiruvananthapuram.
* Internship in Times of India (marketing and promotion).

KEY COURSES UNDERTAKEN DURING MBA:

* Entrepreneurship development programme by KITCO and Agropark.

EXPERIENCE

**June 2016 to December 2016**

**CHIZRINZ – Ernakulam – Project Team Leader**

* Develop action plans to reduce the gaps between client expectations and their perceptions of the quality of the offering or solution provided.
* Had weekly review with the clients until the stabilization of customers’ environment and the process.
* Cross functional coordination to ensure project delivery timelines were maintained.

**December 2014 to May 2016**

**BIOWASH360 – Biobis Agropark – Ernakulam - Operations Coordinator**

 Handling all External Events related to publicity and Go to Market strategies.

 Stall management in exhibitions.

 Client and Vendor Acquisition.

 Allocating field executives to various regions and areas.

 Ensuring all vendors had adequate stock.

 Space management in retail outlets.

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**May 2014 to December 2014**

**THE EVENTOR – Ernakulam - Event Manager**

* Client Management.
* Event Planning and Execution.
* External stall management.
* Promoter and team task allocation and report documentation