Rijo

C/o- +971503718643

rijo.378517@2freemail.com

Career Objectives

Diligent and result driven professional having 2+ Years of experience in Logistics company as an operation executive. Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding at a reputed organization so as to take responsibility and contribute significantly.

Educational Background

* MBA with Finance and Logistics from Nehru Collage of Management, Bharathiar University in year 2015 with 70%.
* BCom graduate from Mary Matha arts and Science collage, Kannur University in year 2013 with 54%
* Higher secondary passed in year 2009 with 52 % from Kerala state board.
* High School passed in year 2007 with 51 % from Kerala state board.

Work Experience

* Work as an Operation Executive in Overnite Express Ltd, Bangalore from 13 Aug 2015 to 30 oct 2017.

Responsibilities:

Load controlling

Customer Handling

Floor managing

International Connection

* Work as an purchase manager in Global glass Designers, karakkamala, mananthavady, wayanad. From 20/06/2012 to 15/07/2013.

Responsibilities:

 Purchasing raw materials

 Managing raw materials

 Transportation.

Projects Undertaken

Study on financial performance at Milma Dairy, Wayanad, Kerala

Company : Milma Dairy
Duration : 45 days

Key Learning’s:

* To work along with the manager.
* Learned to manage the team and get work done from them.
* Co-ordination with the team mates on daily basis.
* Collecting daily report and analyzed the performance.
* Attended meetings with the finance manager.

Computer Proficiency

* Operation System : Windows 2000, XP, windows 7 and 8
* Packages : MS-Offices
* Software : TALLY
* Languages :VB and HTML

Skill sets

* Excellent presentation skill
* Ability to deal with people
* Willingness to learn
* Team player
* Good analytical and presentation skill

Language known

* English
* Hindi
* Malayalam
* Tamil
* Kannada

Personal Details

Date of Birth : 16/05/1992

Marital Status : Single
Hobbies : Playing cricket ,Llistening music and Traveling.

Declaration

I hereby declare that all the given information is true and correct to my knowledge and belief