

Pappiya.A

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OBJECTIVES:

To work diligently in challenging environment that would allow me to apply my skills and thoughts in a productive manner both for the organization as well as for myself .Solving problems intellectually and analytical skills ,ability to learn new technologies quickly and develop innovative solutions

EXPERIENCE:

PREVIOUS EXPERIENCE:

2013 July -2016 may (Admin and Cultural head) Holy Child Mat Hr Sec School.

PREVIOUS EXPERIENCE:

2016 July-2019 October (CRM & CCD) Associated Road Carriers LTD

CRM – CUSTOMER REALATION MANAGER

CCD – CREDIT CONTROL DEPARTMENT

PREVIOUS EXPERIENCE:

(2019 November – Mar 2021) Don Bosco matric hr .sec. school. karnodai, ADMIN.

EDUCATION:

B.A(HINDI) : DAKSHIN BHARAT HINDI PRACHAR SABHA

B.COM (COMPUTER APPLICATION) : ANNAMALAI UNIVERSITY

M.B.A (HRM) : ANNAMALAI UNIVERSITY

SKILLS:

Operation System : Windows – 95/98/2000/XP
Packages : Internet & E-mail Operation

: Outlook, MS OFFICE,

Language : English,Hindi,Tamil,Bengali.

NATURE OF WORK

- Booking consignments.
- Delivering consignments directly from warehouse or arranging for door delivery.
- Billing.
- Follow up payments by phone, Email and letter.
- Solve complaints raised by customers or company.
- See to queries and complaints over phone and Email.
- Reverse logistics.

- Report issues or solved matters to Regional office and Head office.
- Coordinating with the officers on the vendor agreements on yearly basis for the transport.
- Everyday MIS and Booking report to be sent to Regional office.
- Prepare branch report for monthly meeting.
- Preparing the outstanding bills quarterly basis for the company to clear the payments as soon as possible.
- Give Quote for booking consignments for new and existing customer over phone and mail.
- Get business from left over customer over mail and phone.
- Arranging pick for new consignments.
- Co-coordinating with the transport people to deliver material on time
- Follow up with suppliers.
- Coordinating and dispatching of materials.
- Rates negotiation.
- Monthly MIS (Management Information System.
- Logistics Inventory

PERSONAL TRAITS

- Good interpersonal and communication skills.
- Fast learner
- Focused a dedicated to goal.
- Get easily socialized to everyone.
- Don't get tempered fast.
- Desperate to complete job.
- Believe in punctual work.
- Plan and finishes work.

PERSONAL DETAILS

Father's Name	: Mr. H .BarunHalder (Late)
Date of Birth	: 10/01/1995
Marital Status	: Married.
Nationality	: Indian.
Language Known	: English, Hindi, Tamil & Bengali
Professional Experience	: (8 years)

DECLARATION

The above mentioned particulars are true to the best of my knowledge and belief.

Place: Chennai,
Date:

Yours faithfully

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