



# PRAJEENA P

## CONTACT

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## EDUCATION

Master of Business Administration in  
logistics and HR | 2023  
- Mangalore University

Bachelor of Commerce | 2021  
- Kannur University

Higher Secondary | 2018  
- GHSS Chemnad paravanadukkam

SSLC | 2016  
- GRFTHS For girls Kanhangad

## TECHNICAL SKILLS

- MS Excel
- MS Word
- MS PowerPoint

## SKILLS

- Relationship Management
- Excel proficiency
- Hard Working
- Quick learner
- Team work
- Coordination
- Inventory management

## OBJECTIVE

To continuously expand my knowledge, skills, and expertise in a dynamic and evolving environment. I am committed to lifelong learning, professional development, and embracing new challenges that foster innovation and personal growth. My goal is to contribute effectively to my organization while staying adaptable, acquiring new competencies, and striving for excellence in my field.

## WORK EXPERIENCE

### Warehouse incharge

#### Moulavi book depot

5-04-2024 - 30-04-2025

- Oversee daily store operations and ensure smooth functioning.
- Ensuring that all books and stationaries are properly received, stored, and distributed to the sales floor .
- Receive, inspect, and properly store incoming stock.
- Manage inventory levels and reorder products when necessary.
- Ensure items/stocks are displayed neatly and attractively for customers.
- Assist customers with inquiries and provide excellent customer service.
- Supervise and guide store staff to ensure tasks are completed efficiently.
- Maintain accurate records of sales, stock, and transactions.

### Marketing executive and counsellor

04-09-2023 - 29-02-2024

- Researched target audiences and create list of people and business to reach out to.
- Answered questions, comments, concerns related to our services.
- Build and maintain relationships with clients and potential customers.
- Gained a strong working knowledge.
- Worked to provide clients with highest level of customer services.
- Developed marketing plans to support department strategies.
- Conducted one-on-one or group sessions for clients to provide clarity on the service process.

## ACHIEVEMENTS & AWARDS

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- Participated as a Student Coordinator in a two-day national conference organized by AJIM.
- Got second prize in short film conducted by AJ institute of management

## CERTIFICATION

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- Supply chain management
- CPBFI certification of finance , insurance, and communication skills

## INTEREST

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- Travelling
- Listening Music
- Watching Movies

## LANGUAGE

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- English
- Malayalam

## PERSONAL DETAILS

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- Date of Birth : 28-03-2001
- Gender : Female
- Nationality : Indian
- Marital status : Unmarried
- visa status : visit visa

## INTERNSHIP

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Nalapad Furniture - Uppala

## PROJECTS

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- A study on optimising reverse logistics and e-commerce: Insights from Amazon and Flipkart delivery employees.
- A study on impact of social media marketing on consumer buying behaviour

## ACTIVITIES

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- Participated in Two days National Conference on Relevance of RajRam Mohan Roy in Women Empowerment and Transformation in New India.
- Participated in Three day workshop on self awareness of personal development
- Participated in one month Bajajfinserv Training programme

## REFERENCE

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Prashanth shetty - AJ Institute of Management  
Placement officer  
prashanth.shetty@ajimmangalore.ac.in  
8970787878

## DECLARATION

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I hereby declare that the facts mentioned above are genuine to the best of my knowledge and belief.