

CURRICULAMEVITAE

P.SHAIKSHAVALI
Ph: 7901239291, 7799127726

vali4r@gmail.com

SUMMARY:

To be a part of an organization where I can put my skills, knowledge and efforts to achieve the goals of the organization and also to improve my career by taking challenging tasks. Aspire to be an excellent Retail professional who is eager to learn, contribute and upgrade in professional culture.

EDUCATION:

S.S.C	TC GOVT HIGH SCHOOL, PAMIDI	Marks: 363	63%	1999-2004
BOARD OF INTERMEDIATE	GOVT JUNIOR COLLEGE, PAMIDI	Marks: 734	73%	2004-2006
ACHARYA NAGARJUNA UNIVERSITY. (B.Com Computers)	S.V Degree College, Yadiki	Marks:1428	71.4%	2018-2021

- **Hardware & Networking 1 year course completed in HRDS Technologies, HYDERABAD.**
- **Hardware & Networking 6 month Course Completed in ZOOM technologies, HYDERABAD.**
- **MS-Office 2003, 2007, 2010.**
- **Typing Speed 80 words per minute.**

DRL Logistics PVT LTD (Pamidi, Anantapur Dist, A.P)

Duration: 26th Aug 2012 – 28th July 2018.

- **Responsible for executing the delivery process from delivery station to customer address.**
- **Engage closely with the delivery team including associates, developing and maintaining a highly motivated and performance driven team.**
- **Ensure peak time delivery management.**
- **Continuously improve the delivery process and attain a sustained level of delivery performance, through process and training improvements. Initiates improvements to enhance quality standards, reduce waste, and eliminate unnecessary work.**
- **Sharing the customer feedback and suggesting the ways of providing better customer experience.**
- **Made and conducted Monthly test for associates to enhance their communication with customer.**
- **Logistics inbounding and out bounding.**
- **Sorting and scanning, system work**
- **Need to cross check delivery boys handling correct load or not**
- **Need to check all the parcel have delivered or not**
- **DC Maintenance & Operations**

- Delivery Boys maintaining and attendance.
- Cash handling and warehouse operations
- Training for newly appointed Delivery Boys
- Resolve Customer Quires

SKILLS:

- Excellent teamwork skills with a strong sense of responsibility, accountability, reliability, and commitment
- Excellent interpersonal skills and an ability to establish credibility quickly
- Good working knowledge of all peripherals.
- Excellent knowledge of MS Office.
- Strong prioritization skills and able to follow process
- Excellent time management skills and ability to work under time pressure

STRENGTHS:

- Hard working and Quick Learning,
- Practical & future Technology thinking power

PERSONAL PROFILE:

Name : P. SHAIKSHAVALI

Father Name : P. EMAMSAB

Date of Birth : 10 - Sep - 1988

Languages Known : Telugu, Hindi, English,

Contact Address : P.SHAIKSHAVALI
 Door No: 1-2764, C/o: B.C.C. Road,
 Pamidi (Post), ANANTAPUR (Dist.),
 Pin code / Zip code: 515775.

Andhra Pradesh, INDIA

Marital Status : Married

Hobbies : Listing Music, Playing badminton.

(P.SHAIKSHAVALI)