

# SAJOON KISHORE V

+91 88700 56541

[kishoresajoon@gmail.com](mailto:kishoresajoon@gmail.com)

15/3, Thirunagar Colony lane 5,  
Kuthanoor Road, Sathyamangalam –  
638402.

## B.E – Automobile Engineering

Karpagam College Of Engineering  
Coimbatore -74%

## LANGUAGE

English  
Tamil

## SKILLS

- Basic Knowledge in MS Office & Documentation Process.
- Ability to multitask in Fast paced Environment.
- Excellent Customer Service & Proactive Communication Skills.
- Maintaining Call Metrics, Rating Orders & Prioritizing

## CAREER OBJECTIVE

To work in pragmatic way in an organization where I can show my talent and enhance my skills to meet the company's goal and work in a team with great enthusiasm.

## WORK EXPERIENCE:

### TRANSPORT COORDINATOR

**Sitics Logistics Solutions Pvt Ltd - Jun 2022 – Jan 2023**

- C&F Agents: Britannia Industries Ltd ,Coimbatore.
- Handle the vendor management.
- Incharge of the day to day operations of the transport department.
- Resolving , managing the queries and complaints courteously and efficiently.
- Responsible for getting the right products in the right quantities, to the right locations all at the right time.
- Managing the POD , Invoices submit the Monthly report to the Customers.

### TRAFFIC EXECUTIVE

**LOBB Logistics, Coimbatore from November 2021 – Jun 2022**

- Arrange the fleet for Transportation Companies with Minimal Hire and Coordinate the Deliveries ,Tracking the Shipments Status
- Handled scheduling and customer issues on dispatching the loads effectively .
- Maintaining the POD ,Invoices ,Company bills and submit the reports weekly to the Customers and Assist the Payment collection for Accounts Departments.
- Verifying the Fleet Documents after confirmation of the shipment.

### SORTER

**Ekart Logistics, Sathyamangalam June 2020 – Sep 2020**

- Daily Interaction with Co-workers in the Warehouse Drivers & Purchasing Personnel.
- Assist in Performing Inventory on Material & Enter Data Product information using Hand-held Scanner.
- Ensures Accurate Quantity Product was Received & Compares appropriate Paperwork.

### PRE DISPATCH INSPECTION

**JBM Auto System Pvt Ltd,Oragadam MARCH 2018 – JUNE 2019**

- Challenged with Increasing Product Quality & Neglect Production Issues,Provide Efficient Resolution of Dispatch Issues.
- Monitoring the Customer Satisfaction Index.

