



Prajin Pilakkal

Office Staff

Contact

Address

Dubai UAE

Phone

0522714504

E-mail

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com

Skills

MS Office

Tally

Project Management

Peach Tree

Languages

English

Advanced (C1)

Hindi

Advanced (C1)

Malayalam

Advanced (C1)

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with the responsibilities and challenges.

Work History

2020-01 -

2024-08

Office Administrator

DTDC Courier & Cargo, Kannur

. Answering & redirecting customer phone calls.

. Maintaining good customer relationship through solving their complaints.

. Sending documents & goods internationally through aramex & dhl services.

. Maintaining proper inventory management of goods.

. Reporting daily cash payments & receipts to office head.

. Receiving, checking, storing & dispatching out for delivery.

Education

2016-01

Bachelor Of Commerce: Computer Application

Kannur University - Kannur

Passport Details

Passport Number : R5057634

Expiry : 13/05/2028

Place of Issue : kozhikode

Date Of Birth : 18/09/1995

Declaration

I hereby declare that above mentioned information is true and i bear that responsibility for the correctness of the above mentioned particulars.