



ANEES MAPPILA VEETIL

DELIVERY CUM COLLECTION EXECUTIVE

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ABOUT ME

Dynamic and results-oriented professional with over 8 years of experience as a Delivery cum Collection Assistant. Committed to delivering exceptional service while managing transportation logistics and facilitating collections. Highly motivated and adept at ensuring timely deliveries, taking orders, and building strong customer relationships. Fluent in Malayalam, with conversational proficiency in Arabic, English, and Hindi

LANGUAGES

MALAYALAM

ARABIC

ENGLISH

HINDI

PERSONAL DETAILS

Date of birth
03 May 1995

Nationality
Indian

Visa status
Working visa with NOC

Marital status
Married

DRIVING LICENSE

Driving license category
LMV Manual License Qatar, Heavy
Vehicle India

WORK EXPERIENCE

MK TRADERS AND DISTRIBUTORS

Kerala, India
Aug 2015 - Present

Delivery and Collection Executive

- Managed delivery routes to ensure timely service to clients.
- Handled order collection and maintained accurate invoicing processes.
- Built and maintained strong customer relationships to enhance satisfaction and drive repeat business.
- Collaborated with team members to optimize operational efficiency.

MK TRADERS AND DISTRIBUTORS

Buraydah, KSA
Oct 2017 - Present

Driver cum Collection Assistant

- Managed transportation logistics to ensure timely deliveries and pickups.
- Assisted in taking orders from clients and handling collection processes.
- Submitted invoices and maintained accurate records of transactions.
- Developed strong relationships with customers to enhance satisfaction and drive repeat business.

EDUCATION

PASSED

Matriculation

COMPLETED

Plus 2

SKILLS

DRIVING LICENSE

ORGANIZATIONAL AND MULTITASKING
ABILITIES

INTERPERSONAL AND COMMUNICATION
SKILLS

LOGISTICS COORDINATION

TIME MANAGEMENT

SAFETY COMPLIANCE

CUSTOMER SERVICE EXCELLENCE

INVENTORY MANAGEMENT

TECHNOLOGY PROFICIENCY

