

# PRAVEEN RAJ J

## (DESPATCH/ SALES ADMIN)

No.109A,4<sup>th</sup> Cross Perumal Koil St,Ediama Nagar, Mathur,  
Chennai – 600 051. Contact +91 86670 13653

Email: [praveenraj8889@gmail.com](mailto:praveenraj8889@gmail.com) · LinkedIn Profile [linkedin.com/in/praveen-raj-389bb51a0](https://www.linkedin.com/in/praveen-raj-389bb51a0)

### **CAREER OBJECTIVE:**

Knowledgeable Dispatcher. Adept at checking on field personnel and solving concerns with self-directed and flexible approach. Goal-oriented with flexible work schedule. Strong collaborative, prioritization, and follow-through skills. Experienced with inventory control measures, stock replenishment procedures, and transportation scheduling.

### **WORK EXPERIENCE:**

#### ❖ **APR. 2021 - PRESENT**

##### **SALES ADMIN/DESPATCH ASSOCIATE/STORE ASSISTENT, BALMER LAWRIE & CO LTD (INDUSTRIAL PACKAGING) CHENNAI, INDIA (THROUGH CONSULTANCY)**

- Issuing sales transaction invoices using SAP.
- Maintaining and updating sales and customer records.
- Compiling monthly sales reports.
- Delivers items to customers by verifying orders
- Inventories stock
- Arranges transportation
- Keeps customers informed by forwarding notice of item availability, shipment date and method, and current status; answering questions

#### ❖ **Dec. 2018 – Nov. 2020**

##### **Chariot Travel Pte. Ltd., ( DMC), Chennai, India Travel Consultant**

- Provided exemplary customer service to new and existing clients, which helped build lasting relationships and secure new travel assignments.
- Arranged travel accommodations for groups, couples, executives and specialneeds clients.
- Maintained and updated corporate traveler profiles with current information.
- Provided customers with best deals and well-researched travel options, successfully negotiating rates while improving customer satisfaction ratings.

#### ❖ **Jan. 2013 – Jan. 2017**

##### **Madura Travel Service Pvt. Ltd., Chennai, India Travel Sales Representative**

- Coordinate transportation, accommodations, and itineraries for domestic and international trips for clients based on client's needs, budgets, and expectations.
- Develop client intake forms and interview processes that enhance the ability to understand client requirements and led to increase in customer satisfaction.
- Network with representatives of hotel chains, airlines, tourist attractions, and other destinations to create deals that saved clients.
- Helped resolve client problems quickly with superior customer service.

## **SKILLS:**

- ❖ Documentation
- ❖ Data entry
- ❖ High energy level
- ❖ Emotional control
- ❖ Company guidelines and Procedures
- ❖ Dependability
- ❖ Transportation planning
- ❖ MS Office

**LANGUAGES KNOWN:**      English & Tamil

## **EDUCATION:**

- ◆ **2018**  
**IATA Foundation in Travel and Tourism with Galileo**  
Institute of Airlines Management, Chennai, India.
- ◆ **2014 - 2017**  
**B.Com Information System Management**  
J.H.A.Agarsen college – Madras University, Chennai, India.
- ◆ **2014**  
**Diploma in Tourism Aviation and Airport Management**  
Loyola Institute of Vocational Education, Chennai, India.
- ◆ **2011**  
**Office Automation**  
Apollo Computer Education Ltd., Chennai, India.
- ◆ **2011**  
**Higher Secondary**  
St.Thomas Mat. Hr. Sec. School, Chennai, India.

## **PERSONAL INFO:**

Father               : John Durai P  
Gender               : Male  
Date of Birth       : 04.01.1994  
Marital Status     : Married  
Res. Address       : No.109A, 4<sup>th</sup> Cross  
                              Perumal Koil St,Ediama Nagar, Mathur,  
                              Chennai – 600 051.

## **DECLARATION:**

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.

**Praveen Raj . J**