



**PRASOBH C.U**

## CONTACT

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Kerala, India

Passport No : U4746627

Date of Expiry : 31/08/2030

Nationality : Indian

Date of Birth : 06/05/1986

Marital Status : Married

Holder of Valid **Indian** Driving License

Class of Vehicles: MC with Gr, LMV

## Permanent Address

Puranattukara, Thrissur,  
Kerala, India

## DIGITAL SKILLS

- Tally
- MS Word/ Excel
- Basic Operation
- Internet & Email

## SKILLS

- Leadership & Teamwork
- Attention to Detail
- Time Management
- Organization Skills
- Communication Skills
- Documentation
- Goal Oriented
- Self-Motivated
- Empathy and Compassion
- Active Listening
- Interpersonal Skills
- Stress Management



europass

## PROFESSIONAL SUMMARY

Results-driven professional with extensive experience in logistics, transportation, fitness training, business management, and accounting. Skilled in overseeing daily operations, optimizing processes, and ensuring compliance with safety and regulatory standards. Adept at managing teams, streamlining workflows, and delivering high-quality service in dynamic environments. Strong expertise in financial management, customer relations, route planning, vehicle maintenance, and client-focused fitness programs. Recognized for reliability, attention to detail, and ability to consistently achieve operational and performance goals.

## EDUCATION

**BACHELOR OF COMMERCE | 2009**

Calicut University, Kerala, India

**HIGHER SECONDARY | 2004**

Board of Higher Secondary Examination, Kerala, India

**SSLC | 2002**

Board of Public Examination, Kerala, India

## WORK EXPERIENCE

**SORTING AND DELIVERY STAFF** | December 2023 – Present (Night Shift)

### PROFESSIONAL COURIERS

- Resolving delivery issues and customer complaints promptly to maintain service quality.
- Sorting parcels and courier items accurately for timely dispatch.
- Delivering packages safely and efficiently during night shifts.
- Maintaining proper labeling, handling, and documentation of shipments.
- Following company protocols for logistics and customer service.
- Managing delivery routes effectively and performing physically demanding tasks reliably.
- Coordinating with warehouse staff to streamline sorting and dispatch processes.
- Ensuring compliance with company safety standards during overnight operations.

**DRIVER** | Present

### JEWELLERY COMPANY, KERALA, INDIA

- Ensuring adherence to company protocols for passenger safety and confidentiality.
- Supporting management with urgent transportation needs and logistics planning.
- Operating and maintaining company vehicles safely, including luxury cars.
- Ensuring timely transportation for company personnel and clients.

## PROFESSIONAL SKILLS

- Logistics & Delivery
- Parcel Sorting & Dispatch
- Route Planning & Optimization
- Inventory Management
- Shipment Documentation & Tracking
- Customer Service & Complaint Resolution
- Night Shift Operations
- Safety & Compliance
- Vehicle Operation & Maintenance
- Fleet Management
- Trip Logging & Fuel Tracking
- Traffic & Safety Regulations Compliance
- Loading & Unloading Assistance
- Personal Training Programs
- Group Fitness Sessions
- Exercise Technique & Safety
- Nutrition & Wellness Planning
- Client Progress Monitoring
- Fitness Motivation & Coaching
- Daily Operations Management
- Staff Supervision & Training
- Budgeting & Cash Flow Management
- Supplier Negotiation & Procurement
- Marketing Strategy & Customer Engagement
- Bookkeeping & Financial Recordkeeping
- Accounts Payable & Receivable
- Payroll Management
- Tax Filing & Compliance (GST, TDS)
- Financial Reporting & Analysis

- Conducting routine vehicle inspections and basic maintenance.
- Assisting with loading and unloading items when necessary.
- Maintaining vehicle documentation and adhering to traffic regulations.
- Planning routes to optimize travel time and fuel efficiency.

### PHYSICAL TRAINER | 2022

#### LIFECARE FITNESS CENTER, KERALA, INDIA

- Organized fitness workshops and group wellness events to enhance client engagement.
- Stayed updated with latest fitness trends, certifications, and innovative exercise methods.
- Designed personalized fitness and nutrition programs tailored to individual client needs.
- Conducted both one-on-one and group training sessions, ensuring proper technique and safety.
- Monitored client progress and adapted plans to achieve desired health and fitness goals.

### PROPRIETOR | 2018 – 2022

#### KRISHNA DRINKING WATER, KERALA, INDIA

- Supervised staff, provided training, and evaluated performance.
- Implemented process improvements to enhance operational efficiency and customer satisfaction.
- Managed day-to-day operations, including customer relations and business administration.
- Oversaw inventory, negotiated with suppliers, and ensured cost-effective procurement.
- Prepared budgets, monitored cash flow, and maintained financial records.
- Ensured compliance with health, safety, and regulatory standards.
- Developed marketing strategies to increase sales and attract new customers.

### ACCOUNTANT | 2016 – 2018

#### BESPOKE SOFTWARE CONSULTANCY, KERALA, INDIA

- Conducted internal audits to ensure compliance with financial regulations.
- Provided reports and insights to management for strategic planning.
- Maintained comprehensive accounting records and financial data accurately.
- Prepared and filed statutory tax returns, including GST and TDS.
- Managed payroll processing and employee benefits.
- Monitored accounts payable and receivable, ensuring timely payments and reconciliations.
- Assisted in budgeting and financial forecasting to support business decisions.

### BILLING STAFF | 2014 – 2015

#### HUBTOWN LTD, MUMBAI, INDIA

- Coordinated with finance and operations teams to streamline billing procedures.

## PERSONAL STRENGTHS

- **ADAPTABILITY:** Able to work effectively in diverse roles and environments, from night-shift logistics to client-focused fitness training.
- **PROBLEM-SOLVING SKILLS:** Quickly identifies issues, develops practical solutions, and resolves challenges efficiently.
- **CUSTOMER-CENTRIC APPROACH:** Focused on providing excellent service, maintaining positive relationships, and resolving client concerns effectively.
- **PHYSICAL & MENTAL STAMINA:** Able to perform physically demanding tasks reliably, especially in night-shift logistics and active training roles.

## INTERESTS



Songs



Travelling



Reading

- Identified billing errors and implemented corrective measures to prevent recurrence.
- Generated and issued accurate invoices to clients.
- Verified billing data against contracts and work orders to ensure correctness.
- Followed up on outstanding payments and resolved billing discrepancies.
- Maintained detailed records of billing transactions and reports.
- Assisted in preparing monthly revenue and billing reports.

**ACCOUNTANT** | 2012 – 2014

**JOHNS BI WHEELERS, KERALA, INDIA**

- Supported audits by providing accurate documentation and financial explanations.
- Maintained vendor and customer accounts, ensuring timely settlements.
- Managed daily bookkeeping and recorded all financial transactions accurately.
- Prepared monthly and annual financial statements, including P&L and balance sheets.
- Reconciled bank statements and resolved discrepancies promptly.
- Assisted with budget preparation and cost control measures.
- Monitored financial performance and suggested process improvements.

**CLERK** | 2009 – 2012

**CO-OPERATIVE BANK, KERALA, INDIA**

- Supported branch staff in clerical and administrative tasks.
- Assisted in preparing daily reports and reconciliations for management review.
- Processed customer deposits, withdrawals, and loan payments efficiently.
- Maintained accurate branch records and documentation.
- Responded to customer inquiries and resolved routine banking issues.
- Assisted with cash handling and daily cash drawer balancing.
- Verified and updated customer account information to maintain accuracy.

## LANGUAGE SKILLS

Mother Tongue : **Malayalam**

**English**

| Listening | Reading | Writing | Spoken Production | Spoken Interaction |
|-----------|---------|---------|-------------------|--------------------|
| C1        | C1      | C1      | C1                | C1                 |

**Hindi**

| Listening | Reading | Writing | Spoken Production | Spoken Interaction |
|-----------|---------|---------|-------------------|--------------------|
| C2        | C2      | C1      | C2                | C2                 |

**Tamil**

| Listening | Reading | Writing | Spoken Production | Spoken Interaction |
|-----------|---------|---------|-------------------|--------------------|
| C2        | C2      | C1      | C2                | C2                 |

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user