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 **CURRICULUM VITAE**

**Tinu**

**Tinu.333051@2freemail.com**

**LOGESTICS EXECUTIVE AND EXPORT DOCUMENTATION**

Bachelors in Commerce along with Diploma in Logistics and Shipping offering 1 year and 1 month experiance in Export Documentation.

**SKILLS:**

* Excellent Communication and knows Multiple languages.
* Flexible, team player, multi tasking and work well under pressure.
* Interpersonal and Relationship building skills.
* Time management, Creativity and Problem solving skills.
* Cooperative, Attentive and Friendly.
* Effective listening and Decision making skill.
* Quick learner and driven to action.

**EDUCATION:**

* Graduated with Bachelor of Commerce with grade B from IGNOU CMS College, Kerala (2015-2016)
* Logistics and shipping from Good Ocean Maritime (2013-2014)
* Diploma In Financial Management with First Class (2012-2013)
* Passed with 61% in Grade 12 (2009-2010)
* Passed with 72% in Grade 10 (2007-2008)

**COMPUTER SKILLS:**

* MS Office (word, PowerPoint, excel)
* Tally.

**CAREER HISTORY:**

* **WORKED WITH ASIAAN TIGER LINES**

 **POST : Export documentation assistant (1 year 1 month)**

 **ROLE : Deals with various export documents.**

**CORE COMPETENCIES:**

* International freight forwarding both ocean and air.
* Communications and client handling.

**PROFESSIONAL EXPERIENCE:**

* Deals with day to day shipping operations.
* Handling various export documents.
* Handling queries over the phone or via correspondence

**PERSONAL PROFILE:**

Date of Birth : 20/11/1991

Nationality : Indian

Languages : English, Hindi, Malayalam,Tamil.

Marital Status : Single

 **DECLARATION:**

I hereby declare that the above information provided is true and correct to the best of my knowledge.