**Email Id:** [**anish.370381@2freemail.com**](mailto:anish.370381@2freemail.com) **ANISH**

***OBJECTIVE:***

**To seek a challenging job which shall provide me an opportunity to exhibit my skill towards the organization growth and also lay a sound platform for my growth as professional in the long term.**

***PROFESSIONAL SUMMARY:***

* **12 + years of experience as Operation and Senior Operation Executive in Logistics.**
* **Receiving the queries of customers from the branches through emails/phone.**
* **Preparing the reports in excel.**
* **Checking all documentation work.**

***EDUCATIONAL QUALIFICATION:***

**B.Com.**

***TECHNICAL SKILLS:***

* **MS Office ( MS Word , Excel, PowerPoint)**
* **Internet Browsing**

***WORK EXPERIENCE:***

**1. NECC LOGISTICS LTD., Goa**

**Designation – Operation Executive**

**Duration – Jan 2003 to May 2005**

**RESPONSIBILITIES:**

* **Keeping details of incoming and outgoing materials**
* **Keeping care of customer queries**
* **Preparing daily stock reports**
* **Receiving calls from the customers and providing correct information to them.**

**2. SOUTH EASTERN ROADWAYS , BANGALORE**

**Designation - Operation Executive**

**Duration - July 2005 to April 2007**

* **Keeping details of incoming and outgoing materials**
* **Keeping care of customer queries**
* **Preparing daily stock reports**
* **Doing docket entry**

**3. AFL Logistics Ltd., Bangalore**

**Designation – Senior Operation Executive**

**Duration - July 2007 to July 2012**

* **Keeping details of incoming and outgoing materials**
* **Keeping care of customer queries**
* **Reporting to my Regional Manager**
* **Receiving calls from the customers and providing correct information to them.**
* **Preparing DMRV report and clearing the DEPS.**
* **On time departure of vehicles.**
* **Looking after the shifts**

**4. Middle East Transport Company. , Saudi Arabia**

**Designation – Transport Supervisor**

**Duration - July 2012 To August 2014**

* **Keeping details of vehicle documents like (Vehicle Istemara, Blue Card, Insurance, etc.)**
* **Keeping details of Drivers like (Expire of Passport, Iqama, Driving License etc.)**
* **Reporting to my Assistant General Manager.**
* **Receiving calls from the customers and providing correct information to them.**
* **Preparing Daily Vehicle Report.**
* **Checking all documentation work before departure of vehicles to GCC countries.**
* **Keeping all details of company vehicles (55 nos.)**
* **Petty cash handling**

**5. Future Supply Chain Solutions, Cochin**

**Designation – Customer Service Operations/ Branch Operations**

**Duration - June 2015 to Feb 2017**

* **Making MIS report and sending to the customers**
* **Looking after customer queries and on time delivery**
* **Business increasing from the existing customers**
* **Submission of bills and follow up of payments**
* **Handling deliveries and bookings**

**PERSONAL INFORMATION:**

**NAME : ANISH**

**DATE OF BIRTH : 31st March 1981**

**EXPIRY DATE : 29/03/2024**

**MARITAL STATUS : MARRIED**

**NATIONALITY : INDIAN**

**SEX : MALE**

**RELIGION : CHRISTIAN**

**LANGUAGE KNOWN : ENGLISH, HINDI, KANNADA, TAMIL, MALAYALAM**

**DECLARATION**

**I hereby declare that the details furnished above are true & accurate to the best of my knowledge .**

**DATE: Yours Truly**

**PLACE: Kerala**

**(ANISH)**