Around 2 Years of experience in Container Freight Station and Liner Company.

**CERTIFICATIONS**

* MBA, LOGISTICS & SHIPPING
* PG DIPLOMA, LOGISTICS & SHIPPING.
* B.COM, FINANACE &

TAXATION

* MS Office.
* TALLY ERP9

**PERSONAL SKILLS**

* Team Player.
* Willingness to learn.
* Time management.
* Good Leadership Quality.
* Uncompromising work ethics.

**COMPUTER PROFICIENCY**

* MS Office Word/Excel
* Tally erp9
* WMS
* Photoshop
* Printer setup
* OS installation

**AMJITH**



**Operations Executive and Warehouse Supervisor.**

Email : amjith.382853@2freemail.com

**Objective**

To be able to work in an environment where I can utilize my knowledge and expertise to the maximum and where there is professional and personal growth.

**Summary**

* Maintain high level of customer satisfaction.
* Customs clearance LCL & FCL.
* Verifying of all freight invoices.
* Communicating with Freight Forwarding Companies.
* Processing Inbound/Outbound Logistics.
* CFS operations/Documentation ( Import/Export)
* Define staffing needs and allocate workload.
* Cargo handling (FMCG, Machineries, Dangerous Goods, etc.)
* Maintenance of stock records and preparing statistical report.
* Reconciling Storage System.
* Receiving, Storing and timely delivery of Import/Export goods.
* Updating stock data into Warehouse Management System.
* Able to operate Forklift and Reach Stacker.

**Experience (Around 2 years)**

**MIV LOGISTICS PVT. LTD, VALLARPADAM, COCHIN.**

**Designation : Executive – Warehouse Operations & Inventory. (Feb 2017 to June 2018)**

* Assess workloads and timely allocate resources adequately on day to day basis.
* Assist Customs officers for smooth functioning of theirclearance.
* Timely attendance and query clearance of all phone calls and assist customer to get information about container status.
* Supervision & monitoring of stock in warehouse.
* Preparation of entire warehouse activity report on daily basis.



**LANGUAGE KNOWN**

|  |  |
| --- | --- |
|  | **READ WRITE SPEAK** |
| ENGLISH | **√** | **√** | **√** |
| HINDI | **√** | **√** | **√** |
| MALAYALAM **√** | **√** | **√** |
| ARABIC | **√** | **√** |  |
| TAMIL |  |  | **√** |

**PERSONAL DETAILS**

DOB : 10-08-1994

NATIONALITY : INDIAN

MARITAL STATUS : SINGLE VISA STATUS : VISITING VISA

CURRENT LOCATION : SHARJAH

**DRIVING LICENCE (Indian)**

**(M/C with gr, LMV,HPMV,HGMV)**

DATE OF ISSUE : 11/11/2013

DATE OF EXPIRY : 10/11/2033

DATE OF ISSUE : KERALA STATE MOTOR VEHICLE DEPARTMENT

* Timely filling & maintain Checklists.
* Submission of monthly report to Customs, HOD and respective

stake holders based on the daily data performed in Excel. Report indicate a clear picture on previous moths performance against current month figures.

* Time to time record management of customs hold cargoes & Detention cargoes.
* Submission of Monthly report, Pendency Report, Equipment

usage register, Import/Export stock register etc to HOD.

* Prepare/send Container & cargo damage report along with

photograph vide mail to respective stake holders as and when the same is noticed based on the survey report.

* Prepare/send damages takes place to WH/ Equipment etc soon after similar mishaps takes to respective stake holders vide mail.
* Upkeep & maintenance of error free data on daily basis in Excel for Carting/Stuffing & Export Examination pertains to Export &

De-stuffing/Delivery & import examination pertains to Import based on survey report.

* Done academic Project report on the topic ‘An investigation of

Logistics operations in MIV CFS’ during the period of Feb 2017 to

April 2017. 

Reference- Ms. Nikitha Selvam,

HR- MIV Logistics Pvt Ltd.

Email- admin@mivcfs.com Phn: +91 8138819294

**SHIPPING CORPORATION OF INDIA LTD. CHENNAI**

**3 Months Internship (March 2016 to May 2016)**

* + Container booking and BL punching.
	+ Handling of Shipping Documents.
	+ Monitoring the Shipment status.
* Experience Administration/Import/Export departments.



**Academic Profile**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COURSE** | **STREAM** | **COLLEGE/SCHOOL** | **UNIVERSITY** | **YEAR** |  |
| MBA | LOGISTICS & | INDIAN INSTITUTE OF | BHARATHIAR UNIVERSITY, | 2015- |  |
| LOGISTICS,KOCHI. | 17 |  |
|  | SHIPPING | COIMBATORE |  |  |
|  |  |  |  |
| B.COM | FINANCE & | ST.ANTONY’S COLLEGE, | MAHATMA GANDHI | 2012- |  |
| KANJIRAPPALLY. |  |
|  | TAXATION | UNIVERSTY, KOTTAYAM. | 15 |  |
|  |  |  |
|  |  |  |  |  |  |
| PLUS | HUMANITIES | JAMIA NADWIYYA, | KERALA STATE | 2010- |  |
| EDAVANNA |  |
| TWO |  | SYLLABUS | 12 |  |
|  |  |  |
| SSLC |  | ST. JOSEPH HS CHINNAR, | KERALA STATE | 2010 |  |
|  | 4TH MALE. |  |
|  |  | SYLLABUS |  |  |
|  |  |  |  |  |

**Declaration**

I hereby declare that the above mentioned information is true to the best of my knowledge.