PROFILE

To be associated w ith a progressive organization, that w ill give me opportunities to develop and to upgrade my know ledge and skills. Now looking for a suitable position w ith a company w hich offers genuine room for progression and w here I can make a significant contribution.

I am efficient in my w ork and w ork w ell w ith others. I enjoy learning and I am alw ays keen to update my skills in this area to the benefit of my company. I am keen to progress w ithin this role and w ould one day like to manage my ow n department.

SKILLS

Ability to interact and coordinate w ith internal and external business partners.

Skilled in review ing and preparing statistics and reports.

Able to w ork independently as w ell as w ork in groups.

Strong interpersonal, analytical, and teamw ork skills. Able to manage, handle and operate multiple tasks. Maintaining confidential office correspondence.

PERSONALITY

Highly motivated and able to w ork on ow n initiative. Integrates w ell as part of a team.

Effective communication skills.

Very fast in adapting to the w orking environment. Able to co-ordinate multiple office tasks.

PRANAV



Pranav.392318@2freemail.com

LOGISTICS COORDINATOR

EDUCATION

06.2014 - 12.2014

**Diploma in Logistics and supply chain management**

London Collage Of Business Finance

12.2014 - 12.2017

**Bachelor of Commerce (B.COM)**

Madurai Kamaraj University

2009 - 2011

**Higher Secondary Education, XII**

C.M.S.H.S.S, Thrissur - Kerala

1999 - 2009

**Class X, SSLC**

Don Bosco Higher Secondary School, Thrissur - Kerala

EXPERIENCE

01-2015 - 03-2015

Logistics Coordinator

Customs House Agent - Cochin International Airport (3 months)

04-2016 - 09-2016

Online Logistics Operational Assistant

Bangalore - India

(6 months)

09-2016 - 05-2018

Logistics Coordinator

Thrissur , Kerala

(20 months)

RESPONSIBILITIES

Provide general administrative support to the Operations Leadership Team.

Take initiative in management improvement for the logistic function.

Represent ORGANISATION interests w ithin inter-agency logistics activities.

Coordinating all aspects of logistics including tracking, scheduling overall operations and leadership skills.

Implement and manage contracts in forw arding, transport and w arehousing, w here necessary.

DECLARATION

I hereby declare that all the above mentioned details are true to the best of my knowledge.

Place :

Date :

LANGUAGES



English

Malayalam

Hindi

Tamil

SOFTWARE SKILLS

Microsoft Word

Microsoft Excel

Microsoft Pow erpoint

Microsoft Office

HOBBY

Traveling Driving Fashion

Photography Foodie Football