

**Adarsh**

[Adarsh.385543@2freemail.com](mailto:Adarsh.385543@2freemail.com)

**SKILLS**

Problem Solving Adaptability Collaboration Strong Work Ethic Time Management Critical Thinking Handling Pressure Leadership

**EDUCATION**

Plus two

Diploma in Logistics

**SOFTWARE**

MS office

**CERTIFICATE**

Sted Council

**VISA STATUS**

**RESUME OBJECTIVE**

To attain the position as Office Executive / shipping logistics executive in a renowned organization, who is willing to utilize my knowledge band experience as well as my accomplishment

**EXEPERIENCE**

**LOGISTIC EXECUTIVE**

*SAFE EXPRESS kOCHI, KERALA, INDIA (2018)*

* Plan werehouses and distribution centres for efficiency in both operations and capacity
* Exicute logistics plan to move product and packages to reach destination on schedule
* Review freight rates and other transportation cost to keep working cost to keep working cost low

**OFFICE INCHARGE**

*CLASSIC CONSTRUCTION,*

*BANGALORE (2015 -2016)*

* Coordinating office activies and operation to secure efficiency and company policies
* Supervising administrative staff and dividing responsibilities to ensure performance
* Keep stock of office supplies and place order when necessary

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