**RESUME**

AKILA.S

Address : No 2/129, 3rd Street,

Commissioner of police staff colony,

Pozhichalur,Chennai,

Pincode - 600074

Phone : 9751323485

Mail ID ;  [14akilasukumar@gmail.com](mailto:14akilasukumar@gmail.com)

## 

## AREER OBJECTIVE:

A position in a growth oriented company that allows me to utilize my experience in the field of cargo.

**ACADEMIC:**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATION** | **UNIVERSITY/BOARD** | **INSTITUTION** | **DURATION** |
| **MBA**  **(HUMAN RESOURCE MANAGEMENT)** | **ALAGAPPA UNIVERSITY** | **ALAGAPPA UNIVERSITY DIRECTORATE OF DISTANCE EDUCATION** | **2017-2018** |
| **B.SC(COMPUTER SCIENCE)** | **ALAGAPPA UNIVERSITY** | **SRI SARADANIKETAN COLLEGE FOR WOMEN** | **2014-2017** |
| **H.S.C** | **STATE BOARD** | **ALAGAPPA MATRICULATION HIGHER SECONDARY SCHOOL** | **2011-2013** |
| **S.S.L.C** | **CBSE** | **KENDRIYA VIDYALAYA CECRI CAMPUS** | **2011** |

## JOB PROFILE:

Top performing professional with 3 years’ experience in service industry, Airline Organization with comprehensive knowledge in passenger handling, export & imports activities.

## Interpersonal Traits:

* Dynamic team player
* Sense of responsibility

## 

## Career History and Work Experience:

Working as Sr. Cargo Executive with **Spice jet Limited.** Chennai – A reputed firm in airline solutions across the globe.

## 

## Summary of Responsibilities:

* Customer Co – Ordination.
* Will liaise will walk in customers & regular customers for the shipment & flight status.
* Handling domestic cargo.
* To check weight, volume and commodity for each and every shipment in MAWB, Cargo tracking.
* In case of any weight discrepancy as to inform the concerned agent and ensure amendment is done.
* Flight schedule tracked from the system and to leas agent accordingly.
* POD (proof of delivery) Status updating to entire south Region.
* Regular contacts with Headquarters for allocation and any other issues through telecom or e-mail.
* In case of any offloads intimation to the customer/Agent immediately with proper reason.
* Scan copies of the MAWB, HAWB, shipping invoice copies, packing list, and any other relevant documents and forward the same to the head office if necessary.
* Performed to heights of clearing the maximum of 20 to 25 tons of cargo on the shift for Narrow body operations.
* Coordinating & supervising with GHA in respect of acceptance & Planning of shipments.
* Communicating and follow-up with the stations in case of special loads.
* Dealing with customs authorities in clearing the International shipments and transshipments.
* Raising network tracers for Discrepancy shipments.

## COMPANY : SPICEJET LIMITED

**DESIGNATION:**

**Senior Cargo Executive.**

**JOB** **PROFILE** :

# Responsible for maintaining Petty Cash and reviewing weekly aging reports.

# Communicated the daily task and Assignment to Employees Efficiently.

* Segregating the cargo shipment POD’s in station wise for submission of bills for payment.
* Cargo storage in the correct locations.
* Coordination with Airline staff for NIL discrepancies

# Responsible for Day to Day operational performance of assigned Domestic outstation.

* Supervising loaders and Drivers for pickup arrangements.

## CAREER GRAPH:

|  |  |  |
| --- | --- | --- |
| **Position** | **Concern** | **Duration** |
| Customer Executive | Air India ltd | 2017 to 2018 |
| Senior Cargo Executive | Spice jet ltd | 2018 to 2021 |
| Facility Manager | Day N Day services (P)LTD | FEB-22 to Till Now |

**IMPERATIVE EFFICIENCY & INTERESTS:**

* Competent to work hard independently and in a group with good originality and skills.
* I also enjoy interest and involvement in cultures and painting.
* Incessant leaner: Track record of pursuing new areas of study successfully.

## PERSONAL PROFILE:

**Date of Birth :** 14 Dec-1994

**Father Name** : S.Sukumar

**Nationality :** Indian

**Marital Status :** Married

**Permanent Address :** No 2/129, 3rd Street,

Commissioner or police staff colony ,

Pozhichalur, Chennai - 600074

## DECLARATION:

I hereby declare that all the above mentioned details are true to my knowledge and belief.

Place: Yours Sincerely

Date: (**S. Akila**)

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