

# REJINAS UV

## |CARGO OPERATIONS EXECUTIVE|FRIEGHT FORWARDER|

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### PROFILE

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Highly organized and detail-oriented Cargo Agent with extensive experience in logistics and supply chain management. Skilled in managing cargo shipments, tracking orders, and coordinating with stakeholders to ensure timely and efficient deliveries. Proficient in optimizing processes to enhance operational efficiency and maintain high standards of accuracy and reliability.

### EDUCATION

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**International Diploma in Logistics and Supply Chain Management –Jain University**  
Adi Group of Institution  
2023-2024

**Bachelor of Commerce**  
University of Calicut  
2020-2023

**Diploma in financial management**  
Indira Gandhi institute  
07/2021-07/2023

### SKILLS

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- Logistics Planning
- Supply Coordination
- Fleet Optimization
- Shipment Tracking
- Time Management
- Work efficiently as a Team member & Independently
- Vendor Negotiation
- Inventory Management
- Experienced Problem-Solving
- SAP Proficient
- Warehouse Operation
- Tally ERP
- Prioritize & Multi Task
- MS Excel, MS word & PowerPoint
- Risk Management

### WORK EXPERIENCE

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#### CARGO OPERATIONS EXECUTIVE

**Max World Global Logistics**  
**Calicut, Kerala**

July2024-January 24

- Handling AWB billing and documentation, booking freight space, and tracking shipments to ensure accurate filing, optimized scheduling, and timely delivery.
- Issue and prepare necessary cargo documents in compliance with established Standard Operating Procedures (SOPs).
- Collaborating with warehouse personnel to ensure the efficient and accurate storage and handling of goods.
- Coordinated and managed the certification process for cargo shipments, ensuring compliance with plant quarantine regulations and obtaining necessary approvals.
- Managed documentation and facilitated customs clearance processes for international shipments, ensuring compliance with regulatory requirements and timely delivery.

#### FRIEGHT FORWARDER INTERN

**Flyjac Logisteed Frieght Forwarding Company**  
**Kochi,Kerala**

MAY/2024-JUL/2024

- Assisted in organizing the shipment of goods by selecting the best routes and carriers based on cost, time, and safety. Coordinated logistics processes to ensure efficient and timely deliveries.

- Coordinated and managed end-to-end logistics processes, including documentation, customs clearance, and transportation, ensuring compliance with regulations and timely delivery of shipments.
- Worked closely with airlines, shipping companies, and clients to plan and execute efficient shipment schedules, ensuring timely deliveries while optimizing cost and compliance with logistics regulations
- Monitored and tracked shipments throughout the logistics process, proactively identifying and resolving any issues to ensure smooth operations and on-time delivery.

#### **FINANCE RESEARCH INTERN**

**Hedge Equities Ltd**

**Kochi, Kerala**

- Conducted in-depth research and analysis on mutual fund performance and market trends.
- Assisted the Research/Finance Department in evaluating investment opportunities and strategies.
- Developed problem-solving and analytical skills through real-world financial tasks.
- Gained comprehensive exposure to mutual fund processes and financial operations.

#### **LANGUAGES**

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English

Malayalam

Tamil