



## JEENA SHAJI

Nationality: Indian Date of birth: 02/02/2000 Gender: Female

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Home: Al Nahda , Sharjah, (United Arab Emirates)

### ABOUT ME

Motivated intern with hands-on experience in freight forwarding, supply chain management, and accounting. Currently enhancing skills in inventory control and logistics operations, I am adept at supporting efficient transportation processes and maintaining accurate financial records. Demonstrated ability to collaborate with teams and communicate effectively with clients and suppliers. Committed to learning and contributing to organizational success through attention to detail and analytical problem-solving.

### WORK EXPERIENCE

#### INTERNSHIP

FREIGHT FORWARDER , MANCHESTER FREIGHT SYSTEMS, KOCHI, KERALA [ 06/2024 – 11/2024 ]

- Assisted in managing freight forwarding operations for timely and compliant international shipments.
- Supported supply chain management by coordinating with suppliers to enhance efficiency.
- Conducted inventory checks to ensure accurate stock levels and reduce discrepancies.
- Helped schedule and track transportation of goods to optimize delivery routes.
- Prepared essential shipping documents, ensuring accuracy and regulatory compliance.
- Analyzed shipping costs and contributed to negotiating favorable rates with carriers.
- Maintained client communication, providing updates and resolving shipment inquiries.
- Gained experience using logistics software for monitoring shipments and managing inventory.

#### ADMINISTRATIVE ASSISTANT

MUTHOOT FINCORP LTD, MUKKADA, KERALA [ 02/2023 – 12/2023 ]

- Efficiently managed daily office operations, ensuring a smooth workflow and maintaining an organized work environment.
- Assisted in addressing client inquiries, providing information about services, and resolving issues promptly to enhance customer satisfaction.
- Prepared and maintained accurate records, including reports, correspondence, and files, ensuring compliance with company policies and procedures.
- Coordinated appointments, meetings, and travel arrangements for senior management, optimizing their schedules and minimizing conflicts.
- Drafted and edited internal and external communications, ensuring clarity and professionalism in all correspondence.

### EDUCATION AND TRAINING

#### PG DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

[ 2023 – 2024 ]

#### MASTER OF COMMERCE

INDHIRAGANDHI NATIONAL OPEN UNIVERSITY [ 2022 – 2024 ]

## PROJECTS

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### E-WALLET USAGE AND TECHNOLOGY BASED PLATFORMS-AN ANALYTIVE STUDY ON AWARENESS AND EXPERIENCES

An e-wallet, or digital wallet, is a secure tool that facilitates quick electronic transactions and manages online shopping details, including passwords, credit card information, email contacts, and identification like driver's licenses. This paper explores innovative concepts based on Embedded Systems principles, aiming to transform payment cards by enhancing security and improving the user experience.

## ORGANISATIONAL SKILLS

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### TECHNICAL SKILLS

- SAP MATERIAL MANAGEMENT
- DIPLOMA IN COMPUTERISED FINANCIAL ACCOUNTING [TALLY].
- FUNDAMENTALS OF COMPUTER PROGRAMMING.
- COMPLETE BEGINNERS COURSE TO MASTER MICROSOFT EXCEL.
- ipack\_ERP software

## COMMUNICATION AND INTERPERSONAL SKILLS

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### SKILLS

- Freight Forwarding
- Supply Chain Management
- Inventory Control
- Transportation Logistics
- Logistics Coordination
- Financial Reporting
- Accounts Payable/Receivable
- Data Entry and Management
- Regulatory Compliance
- Budgeting and Forecasting
- Auditing Support
- Problem-Solving
- Communication Skills
- Negotiation Skills
- Attention to Detail
- Customer Service
- Time Management

## LANGUAGE SKILLS

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### LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Tamil