



# HRIJU K T

## LOGISTICS PROFESSIONAL

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Dubai, UAE

## PROFESSIONAL SUMMARY

Motivated and detail-oriented logistics graduate with a Diploma in Logistics and a Bachelor's in Commerce (Finance). Possessing foundational knowledge in supply chain management, warehouse operations, inventory control, and logistics coordination. Skilled in using Tally ERP 9 and Microsoft Office for documentation and reporting. Adept at time management, teamwork, and adapting quickly in fast-paced environments. Seeking to start a career in logistics or supply chain operations where I can contribute to efficiency, accuracy, and customer satisfaction.

## KEY SKILLS & CORE COMPETENCIES

- Understanding of supply chain processes
- Basic inventory management
- Order processing & documentation
- Warehouse operations fundamentals
- Transportation & delivery tracking
- Packaging and labeling knowledge
- Attention to detail
- Time management
- Basic problem-solving
- Record keeping & file management
- Multitasking under pressure
- Adaptability & willingness to learn
- Strong Communication
- Team Collaboration
- Critical Thinking
- Positive attitude
- Familiarity with ERP concepts
- Customer service mindset

## PROJECTS & PRACTICAL LEARNING

- Logistics Case Studies (as part of Diploma):** Examined real-world logistics scenarios involving freight forwarding, shipping documentation, and supply chain optimization strategies. Assessed key logistical challenges and proposed actionable solutions to enhance operational efficiency.
- Basic Warehouse Simulation:** Participated in a practical simulation focusing on warehouse layout planning, inventory tagging, and material movement tracking. Gained foundational experience in warehouse operations and stock flow control.
- Finance & Tally Projects:** Developed sample invoices, managed financial data entry, and generated basic financial reports including ledgers, trial balances, and purchase records. Strengthened proficiency in Tally ERP 9 for logistics-related financial management.

## PROFESSIONAL QUALIFICATION & CERTIFICATION

### Diploma in Logistics and Supply Chain Management

SCM Hub International Logistics, Kochi, Kerala, India | 2024

Key Modules: Freight Forwarding, Warehouse Management, Shipping Documentation

### Bachelor of Commerce – Finance

University of Calicut, MPMM SN Trusts College, Shoranur, India | 2020 – 2023

Key Areas: Financial Accounting, Business Studies, Cost Management

## ADDITIONAL DETAILS

- Date of Birth:** 17/01/2002
- Marital Status:** Single
- Nationality:** Indian
- Passport No:** R6091282
- Languages:** English, Hindi, Tamil, Malayalam
- Willing to relocate and travel for business requirements
- Available to join immediately
- Reference:** References available upon request