



AMAL S S

As a seasoned Logistics and Supply Chain Management professional, I am eager to secure a role within a prestigious organization that promises not only stability and growth but also ample opportunities for advancement. My goal is to immerse myself in a dynamic and competitive atmosphere where continuous learning is encouraged, allowing me to refine my expertise further. I am committed to leveraging my knowledge and skills to drive the company's success and contribute significantly to its growth trajectory.



amalsreekumar100@gmail.com



+971 522450980



EXPO A BUILDING, Al Majaz 3,
Al Majaz, Sharjah



07 December, 2002



Visa Status : Visit (Exp: Sep
2024)



Passport : B9367741



INTERNSHIP

Aiwa Shipping And Logistics (Leading freight forwarding company)

01/2024 - 06/2024

Kochi, India

Achievements/Tasks

- Led logistics operations at a top-tier freight forwarding company in Kochi, India, handling both export and import shipments via air and sea.
- Expertly coordinated with suppliers to guarantee the timely delivery of goods to the warehouse.
- Rigorously monitored and facilitated the customs clearance process for air and sea shipments.
- Effectively managed inbound and outbound communications through email and phone, ensuring smooth operational flow.



TRAINING ATTENDED

Mithra Institute of Management Studies Logistics and Supply chain Management (GCC Back office)

- Completed specialized training in Port Operations, Customs Clearance, Forwarding Formalities, and Documentation.
- Gained expertise in UAE Shipping and Freight Forwarding Procedures, with proficiency in EMIRSAL2 declaration processing.
- Skilled in preparing and managing essential shipping documents, including Bills of Lading, Invoices, and Packing Lists.
- Demonstrated excellence in customer service through effective coordination, order processing, and delivery tracking.
- Collaborated seamlessly with senior staff to manage daily administrative and functional tasks, including interoffice communication and contract documentation.
- Proficient in generating and following up on inquiries, quotations, and financial documents, such as invoices and delivery notes.



ADDITIONAL QUALIFICATIONS

Special Training attended for UAE shipping and Freight Forwarding Procedures and Familiar with EMIRSAL 2 declaration processing.

Air&Sea enquiry quotations, freight calculation, container stuffing calculation and CBM calculation

Knowledge about Import/ Export foreign trade terms, INCO terms.



SKILLS

Logistics Coordination



Supply Chain Management



Inventory Management



Customs Compliance



Shipping Documentation



Freight Forwarding



EDUCATION

Logistics & Supply Chain Management Professional Diploma STED COUNCIL

2024
India

DIPLOMA IN DATA ENTRY & Computer Application GTEC-GROUP OF Institutions

2023
India

Mechanical Motor Vehicle Industrial Training Department Kerala

2022
India



STRENGTH & QUALITIES

The ability to convey information effectively, both verbally and in writing, and actively listen to others.

Being adept at identifying issues, analyzing data, and generating creative solutions.

The capacity to adjust to changing circumstances and thrive in dynamic environments.

Inspiring and guiding others to achieve goals, fostering collaboration, and making sound decisions.

Working well with others, contributing to group efforts, and supporting colleagues.



SOFTWARE PROFICIENCY

Word

Excel

PowerPoint

Outlook



LANGUAGES

Malayalam

Hindi

English

Tamil



DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.



PROJECT

Oil & Gas Supply Chain Management Project



SOFT SKILLS

Attention to Details

Time Management

Adaptability

Problem Solving

Leadership