



AAKASH K ROIE

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Current Address:

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Al Jabri Tower 7
Al Qusais 1
Dubai U.A.E

Permanent Address:

Kanayanattu House
Puthusherry P.O Kalllooppara
Pathanamthitta, Kerala
India
PIN: 689602

Strengths:

- Highly energetic, self driven and willing to work under pressure
- Hard working and highly responsible for the job which entrusted
- Strict follower of Honesty and Sincere philosophy
- Time Management
- Team Work and Leadership

PROFILE SUMMARY

A motivated and analytical professional with 1.5 years of hands-on experience as an Operation Executive in the shipping industry, holding an MBA in Logistics Management. Seeking to apply my operational knowledge and strategic thinking to optimize logistics functions, improve customer satisfaction, and drive organizational growth.

PERSONAL SKILLS

- ❖ Ability to organize, co-ordinate, implement and control work related activities.
- ❖ Ability to maintain Confidentiality.
- ❖ Capable of adapting to new environment and grasp work quickly.
- ❖ Working well under pressure on meeting deadlines, Continual learning.
- ❖ Excellent interpersonal communication skills.
- ❖ Team Work and Leadership

CAREER PROFILE

Worked as a Junior Executive - Operations at J M Baxi Technologies Pvt. Ltd (Diabos Global Fze) in Pune, India, from August 14, 2023, to December 28, 2024.

Key Responsibilities:-

- ❖ Responsible for invoice processing of vessel final disbursements including receipt, recording, validation and verification of invoices (e.g.: - Port fees, Agency charges, Bunkering costs).
- ❖ Co-ordinate with port agents, suppliers and finance teams to ensure timely approval and payment within SLA.
- ❖ Maintain records and generate reports on invoice status and aging to support effective financial management and decision-making.
- ❖ Estimated operational costs and prepared budget forecasts for vessels arrivals, ensuring accurate financial planning.
- ❖ Analyzed historical data and market trends to provide reliable costs predictions.
- ❖ Skillfully handle queries by efficiently liaising with agents, swiftly resolving issues through effective communication.
- ❖ Learning and acquiring on the job new skill sets and accepting responsibility to enhance the knowledge, keep up to date with the activities and manage work in absence of the team leader.
- ❖ To maintain a good relationship with agents and operators on our queries.
- ❖ Reconcile weekly invoice downloading
- ❖ Maintain query data in Excel, ensuring meticulous organization and timely updates for streamlined operational processes.
- ❖ Regularly follow up with agents to obtain prompt and accurate responses.
- ❖ To make the disbursement audit function a value-generating process, Checks conducted as per tariffs, and agreements, CSI, Summary and points to note as remarks for the operator. Achieving cost savings on behalf of the client.

Areas of interest:

- Administrator
- Logistics
- Costing / Accounts
- Planning and Coordination

Hobbies:

- Making new friends and keeping constant touch with existing friends
- Internet surfing
- Playing Badminton

Technical Skills

- Well Knowledge of Computer
- MS Office Skill –expert in Word , Power Point
- Business Excel and Analytics
- Accounting Packages- **Tally ERP 9**

Achievements and Awards

- Active member of ELXIR fest conducted by A.J Institute of Management Mangalore.
- Participated in the three day workshop on the theme of "self-awareness for personal effectiveness - Organized by A.J Institute of Management Mangalore.
- Participated in two days national conference at AJ Institute of Management.
- Active member of JCI
- Volunteer of Bharath Scots & Guidance

EDUCATION

- ❖ **Master Of Business Administration in Logistics Management**
AJ Institute of Management (Mangalore University)
- ❖ **Bachelor of Business Administration**
KG College Pampady, Kottayam (MG Univeristy Kottayam)

INTERNSHIP EXPERIENCE

- ❖ **Amogha Shipping Agency**
07/01/2023 – 29/04/2023 | Mangalore, India

Key Responsibilities:-

Gained experience in Clearing and Forwarding Procedures and Import and Export Documentation Procedure Successfully completed a 4 Months [From 07 January 2023 to 29 April 2023] internship at Amogha Shipping Agency during My Pursuit of MBA, gaining valuable experience in the Logistics and Shipping Industry.

PERSONAL INFORMATION

Sex	: Male
Nationality	: Indian
Passport No	: V9519478
Date of birth	: 27.08.2000
Marital status	: Single
Languages known	: English, Hindi & Malayalam

REFERENCES

- ❖ Mr. Sanjith Karatt
Team Leader (Odfjell tankers)
J M Baxi Technologies Pvt. Ltd (Diabos Global)
Email: sanjithk@diabos.biz
Mob: +91 98600 78982
- ❖ Mr. Prasanth Shetty
AJIM Placement Officer
AJ Institute of Management Kottara Chowki
Mangalore, Karnataka
Email: prasanth.shetty@gmail.com
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DECLARATION

I hereby declare that the above information is true to the best of my knowledge and can be substantiated with relevant document if required.

Aakash K Roie