



# ADITH T AJITH

Supply Chain | Logistics | Export Documentation | Warehouse Management

## CONTACT

-  +971 559649105  
 Near Belhsa Driving Center  
Al Quoz 4, Dubai, UAE.  
 [adiththekkott02@gmail.com](mailto:adiththekkott02@gmail.com)  
 [www.linkedin.com/in/adith-thekkott](http://www.linkedin.com/in/adith-thekkott)

## EDUCATION

## **MASTER OF BUSINESS**

## ADMINISTRATION

## **POST GRADUATE DIPLOMA**

# Logistics and Supply Chain Management

2019 - 2021

## Confederation of Indian Industry

## **BACHELOR OF COMMERCE**

Finance 2015 - 2018  
University of Calicut

## SKILLS

- Supply chain management
  - Export Documentation
  - Warehouse management
  - Communication Skill
  - Adaptability
  - Problem solving

## TECHNICAL SKILLS

- SAP
  - ERP
  - TouchQ
  - Outlook
  - MS Office Suite

## INTERNSHIP

- **Kerala Service Co-Operative Bank**  
Worked as Customer Service Adviser Trainee -  
May 2018 - Sep 2018
  - **EX-IM Shipping Service**  
July 2020 - Sep 2020

## ABOUT ME

Results-driven logistics and supply chain professional with an MBA and extensive experience in air and sea cargo operations, dangerous goods management, and inventory optimization. Skilled in SAP and logistics software, I excel in streamlining processes, enhancing efficiency, and driving operational success.

## WORK EXPERIENCE

LOGISTICS EXECUTIVE

Eros Group

June 2024 to Present

- **Supervision & Coordination:** Managed and coordinated the dispatching of goods, ensuring smooth and timely operations.
  - **Despatch Reporting:** Prepared vehicle-wise CBM reports and other dispatch-related documentation.
  - **Documentation:** Handled all necessary paperwork and records associated with logistics and warehouse operations.
  - **Inventory Management:** Monitored inventory levels and ensured accuracy in stock records.
  - **SAP Proficiency:** Utilized SAP software for logistics and warehouse management tasks.
  - **Sales Return Handling:** Managed procedures related to sales returns, ensuring efficient processing.
  - **Client Communication:** Maintained clear and effective communication with clients and customers.
  - **Shipment Tracking:** Monitored and tracked shipments, ensuring timely updates and delivery.
  - **Customer Notifications:** Informed customers about dispatch details and shipment status.
  - **Record Maintenance:** Kept accurate records of all dispatch activities for easy reference and reporting.

LOGISTICS EXECUTIVE

George Infra Private limited

August 2023 May 2024

- **Optimized Transportation:** Selected routes to maximize efficiency by combining shipments and consolidating warehousing and distribution.
  - **Documentation:** Managed forms, reports, and records for quick and accurate processing.
  - **Administrative Coordination:** Tracked staff tasks and managed scheduling for transportation and warehouse teams.
  - **Cost Management:** Reduced costs through freight analysis and negotiation; monitored and reported operating costs.
  - **Dispatch & Delivery:** Coordinated driver dispatch to meet daily delivery needs.
  - **Clerical Tasks:** Managed filing systems and data entry, ensuring organized records.

## PROJECTS

### **Financial Analysis of Karalam**

#### **Service Co-Operative Bank:**

- Conducted an in-depth study analyzing the financial performance and health of Karalam Service Co-Operative Bank.

### **Supply Chain Process in EXIM**

#### **Shipping Service, Coimbatore:**

- Examined and evaluated the supply chain processes within EXIM Shipping Service, identifying areas for improvement and efficiency.

## EXPORT ASSISTANT

Sitaram Ayurveda Pvt Ltd.

September 2021 to March 2023

- Coordinate with Vendors and Suppliers:** Confirm orders, resolve supply chain issues, and ensure accurate delivery schedules.
- Document Management:** Organize and maintain shipping documents such as acknowledgment files, invoices, packing list, certificate of origin & bill of lading.
- Freight Forwarder Collaboration:** Arrange cost-effective and efficient shipping solutions with freight forwarders.
- Goods Tracking:** Monitor goods in transit, ensure timely delivery, and address delays, damages, or lost shipments.
- Customer Support:** Track orders, answer inquiries, and resolve concerns related to deliveries and shipments.
- Cost Management:** Monitor logistics costs, identify cost-saving opportunities, and negotiate with carriers and logistics providers.
- Team Collaboration:** Align logistics with procurement, sales, and customer service teams to meet company objectives.

## LANGUAGES

- English
- Malayalam
- Hindi

## ACHIEVEMENTS & AWARDS

- Global Masters in Logistics & Supply Chain Management:** Will be awarded upon completion of MBA program from WUC, California, USA.
- Certified in Air Cargo (STED Council):** Recognized certification in air cargo management.
- Certified in Sea Cargo (STED Council):** Recognized certification in sea cargo operations.
- Certified in Dangerous Goods (STED Council):** Certification in handling and managing dangerous goods.
- SAP (Basics):** Gained foundational knowledge in SAP, relevant to logistics and supply chain management.