

SIVAPRASAD.B



Operation Executive

Highly stimulated and enthusiastic with over 2 years of experience working in Logistics environment. To be employed in a highly progressive organization in a challenging position where my acquired skills can be optimally utilized firm and to grow along with the organization as well .

Contact



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Krishnakripa House
Sreekrishnapuram po Palakkad Dist
Kerala



Al Furjan
Street Number 10
Building Number 185
Dubai

Education



STED Council Delhi
2021-2022

PGDM Logistics&Supply chain
Management



University of Calicut
2018-2021

Bachelor of Business Administration

Skills

- Ability to work independently or as part of team
- Have a good communication and presentation skill
- Positive attitude and team player
- Handling pressure and critical thinking
- Able to adapt easily to new technology Handling

Experience



E-commerce Customer Service & Order Dispatch Representative - Fair Trade llc
20/11/2024 - Till Date

- Inspect items for quality and accuracy before dispatching to customers
- Sales Order Creating for offline orders
- Coordinating with labor's for order preparation
- Updating Bills of Day to Day Orders
- checking online portal orders
- Accurately process orders through the e-commerce platform, ensuring all details are correct and updated.
- Prepare and print shipping labels, coordinate with courier services, and ensure timely dispatch of orders.
- Coordinate with the warehouse team to ensure products are in stock and ready for dispatch. Update inventory records as needed .



Operation Executive - Twin info Solution Pvt Ltd
01/08/2022 - 23/10/2024

- Informing customers about vessel delays
- Sending cargo arrival notice to customers
- Informing customers about pending shipments in Jebel Ali
- Helping customers to clear the pending shipments
- Import shipment manifestation in Dubai Trade for both LCL and FCL
- As per the customer or clearing agent requirements, inform regarding status, DO readiness and the customs clearance requirements
- Arranging required documents for collecting Delivery order for import shipments .
- Booking containers for Export shipments.
- Checking IMCO cargo Acceptance with POD and carrier
- Maintaining and updating of data base of daily shipments
- Communicate with POL for destination charges and incoterms then inform the consignee to collect the charges

Personal Background

Status : Single

Sex : Male

Date of Birth : 04.06.2000

Nationality : Indian

Language

- English
- Tamil
- Hindi
- Malayalam

Software known

- Microsoft outlook
- Microsoft office power point
- SAP material management
- Microsoft Excel

Reference

Dr.Ajay sanker - Laurus Institute for Training & HR

Director

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Reference

Sandeep M.V - Twin Info Solution pvt ltd

Operations Manager

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