

Akhil TG Prasad

Warehouse & Logistics Associate

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📅 DOB : 03-12-2001

♂ Gender : Male

🚩 Nationality : Indian

💍 Marital status : Single

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Profile

Warehouse Logistics Associate with entry-level experience in warehouse operations, documentation, and employee support roles. Gained practical skills in logistics and basic HR administration through hands-on internship and junior positions, demonstrating reliability and willingness to learn within fast-paced business environments.

EDUCATION

Warehouse Operations & Procurement Management <i>Ambit Automation</i>	2025 Ernakulam, Kerala
PG Diploma in International Logistics <i>Business School of Logistics and Shipping (BSLS)</i>	2024 Chennai, Tamil Nadu
B.Com Commerce with Computer Application <i>Mar Thoma College of Science and Technology</i>	2023 Ayur, Kollam, Kerala
HSE (Higher Secondary) <i>Vivekananda Vocational Higher Secondary School</i>	2020 Poredom, Kollam, Kerala
SSLC <i>Vivekananda Vocational Higher Secondary School</i>	2018 Poredom, Kollam, Kerala

WORK EXPERIENCE

Office Admin <i>Weavings Manpower Solutions</i>	2025
<ul style="list-style-type: none">Handled Office Records.Maintained Document Management System (DMS) for accurate record keeping.Coordinated and managed employee joining activities, ensuring smooth onboarding.Managed Background Verification (BGV) and New Joiners processes.Executed Pre-hire process for candidate hiring coordination.Supported manpower services for key clients including Amazon, Flipkart, Zepto, and D-Mart.	
Trainee Documentation <i>JAIICO CAH - Chennai</i>	02/2024 – 08/2024 Chennai
<ul style="list-style-type: none">Oversee the finalization process of shipments for billing by collecting and organizing critical documents such as invoices from Container Freight Stations (CFS), warehouses, Delivery Orders (DO), transit insurance certificates, and tax invoices.	

- Ensure timely and accurate gathering of shipment documentation to facilitate prompt and precise billing, fostering financial transparency and client satisfaction.
- Collaborate closely with the Transport Department to streamline logistics operations, including obtaining port passes, generating e-way bills for regulatory compliance, and managing Proof of Delivery (POD) and Lorry Receipts (LR).
- Support the seamless execution of shipment handling from dispatch to delivery by maintaining regulatory compliance and enhancing operational efficiency.
- Contribute to improving overall shipment closure, billing accuracy, and logistics coordination within the organization.

SKILLS

Warehouse Management

Basic understanding of warehouse operations and inventory control acquired through academic courses and internship experience.

Time Management

Ability to prioritize tasks and manage time effectively to meet deadlines.

Problem-Solving

Capable of identifying challenges and supporting solutions in logistics and documentation processes.

Work Ethic

Strong dedication, reliability, and eagerness to learn and grow professionally.

Inventory Documentation

Skilled in maintaining accurate records and shipment-related documentation to support operational efficiency.

Teamwork

Experienced in collaborating with colleagues and contributing to team goals.

Computer Literacy

Proficient in using Microsoft Office tools such as Excel, Outlook, Word, and PowerPoint for data management and reporting.

LANGUAGES

English

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency

Tamil

Professional Working Proficiency

CERTIFICATES

- Consumer Behavior
- Basics of Co-operation

INTERESTS

- Learning new skills for continuous personal and professional growth
- Exploring technology and its latest trends
- Traveling to experience new cultures and environments
- Enjoying movies and entertainment for relaxation and creativity