

# SREEJITH V S

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## Profile

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As a logistician, seeking a challenging position in the logistics field, I bring a keen eye for detail. Adaptable and quick learner, ready to contribute effectively to achieving organizational goals in a dynamic logistics environment. Able to complete all the tasks within the time period as I am a multitasker.

## Skills

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|--------------------|---------------------------------------|-------------------------------------|
| - Customer Service | - Freight Management (Air, Sea, Land) | - Time Management                   |
| - Communication    | - Customs Documentation               | - Knowledge in MS Office & SAP (MM) |
| - Graphic Design   |                                       |                                     |

## Professional Experience

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**BJOHN Logistics Limited, United Kingdom**

Jan 2024 – Dec 2024

### OPERATIONAL AND DOCUMENTATION EXECUTIVE

Job Responsibilities:

- Handled and maintained critical documentation related to shipping, customs, and freight operations, ensuring accuracy and compliance with regulatory standards.
- Monitored and managed end-to-end logistics processes, including warehousing, transportation, and distribution, to meet operational efficiency targets.
- Oversaw customs clearance operations, ensuring timely submission of documentation and smooth clearance procedures.
- Conducted haulage inquiries and negotiated competitive rates for transportation, optimizing cost-effectiveness and service delivery.
- Established and maintained effective communication with shipping lines, tracking shipment progress and addressing any schedule changes or delays.
- Coordinated with agents, suppliers, and customers to streamline logistics processes and maintain service excellence.
- Ensured the timely and accurate delivery of shipments, adhering to customer specifications and logistics best practices.
- Proactively communicated with customers to provide shipment updates, resolve documentation issues, and address operational concerns.
- Fostered strong relationships with vendors, suppliers, and customers to enhance the overall supply chain efficiency and service reliability.

**TFC Restaurant,Changaramkulam**  
**STAFF ACCOUNTANT**

Jan 2022 – Oct 2022

Job Responsibilities:

- Managed financial transactions with precision, including cash handling, ensuring adherence to financial protocols.
- Supported the office team in administrative tasks related to finance, such as budget tracking and data entry.
- Demonstrated excellent customer service skills, fostering positive client relations with a financial mindset.

**Education**

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**Stuvalley Technology Pvt. Ltd**  
**Certification of Export and Import**

Jun 2024 – Jul 2024

**SMECLAB Kochi**  
**Post Graduation Diploma in Shipping and Logistics**

May 2023 – Oct 2023

**University of Calicut**  
**B.A. in English and Literature**

2021 – 2023

**Languages**

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English

Hindi

Malayalam

Tamil