

AKSHAY K

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Location: Dubai

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SUMMARY

Dedicated logistics professional with over one year of hands-on experience as an Operations Assistant in the shipping and freight forwarding industry. Proficient in organising and coordinating logistical operations with a strong foundation in strategic planning and executive management. Skilled in streamlining processes to optimise efficiency and ensure timely delivery of goods. Highly motivated to leverage my expertise to contribute to the success and growth of the organisation.

WORK EXPERIENCE

- Assistant Operation | Total Shipping And Logistics Pvt Ltd | 11 Oct, 2023 to 31 Dec, 2024
 - ➔ Monitored shipment progress and provided regular status updates to customers.
 - ➔ Followed up on drafts and final pre-alerts for import shipments to ensure timely processing.
 - ➔ Liaised with shipping lines, agents, and co-loaders to track shipments, handle documentation, process payments, and manage cargo collection.
 - ➔ Prepared and reviewed checklists, and filed Bills of Entry and Shipping Bills in compliance with regulations.
 - ➔ Advised customers on duty payments and facilitated timely delivery of goods.
 - ➔ Coordinated with airlines and shipping lines to obtain Delivery Orders promptly.
 - ➔ Maintained accurate daily records of all shipments in line with company standards.
 - ➔ Prepared Certificate of Origin for export shipments.
- Internship Trainee | Kerala State Industrial Enterprises Ltd (Cfs) | June 2023-July 2023
 - ➔ Ensure the correct number and type of product is picked.
 - ➔ Prepares container load plan.
 - ➔ Reports shortages, damages and mis-shipments on appropriate forms.
 - ➔ Keep accurate records and reports.

EDUCATION

- PG DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT | JUNE 2022
Global Institute of Integral Management Studies, Kochi Kerala
- ACCREDITATIONS & CERTIFICATIONS
 - Advanced certificate in Logistics
 - World University Consortium (WUC)
 - Logistics Skill Sector Council (LSC)
 - PG Diploma in Logistics and Supply Chain Management- STED Council
 - Air cargo operation
 - Sea cargo operation
 - Dangerous goods handling
- BACHELOR OF COMMERCE (B.COM DEGREE) | JULY 2019 – APRIL 2022
Nehru Arts and Science College, Kanhagad,
Kannur University.

PROJECT

- “A Study on warehouse management special reference to KERALA STATE ENTERPRISES LTD (CFS)”

ACHIEVEMENTS

- RASHTRAPATI AWARD IN BHARAT SCOUT AND GUIDES - 2016

SKILLS AND ABILITIES

- Ability to manage sea and air cargo operations
- Ability to provide excellent customer service
- Critical Thinking and Problem Solving
- Planning, Organising and Management

LANGUAGE

- English
- Hindi
- Malayalam
- Tamil

PERSONAL DETAILS

Date of Birth : 30/03/2001
Nationality : Indian
Passport No : Y7538551
Marital Status : Single
Place : Bur Dubai, UAE
Contact No : +971 568413049
Visa Status : Visiting Visa

DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief.

AKSHAY K