

# AMENTO MATHEW



## CONTACT

📍 Dubai  
Al Qusais  
☎ +971545513099  
✉ amentopoovathingal@gmail.com

## PERSONAL DETAILS

Date of Birth : 30/09/1997  
Nationality : Indian  
Passport : U5159691 » Date of Expiry :17/02/2030  
Visa Status : Visit Visa

## SKILLS

Tango Software, Ms Office, SAP  
Teams, Internet, E-mail, Telephonic  
Aircargo Operations  
• Airline Codes • Airport Codes

## LANGUAGES

• English • Malayalam  
• Tamil • Telugu  
• Kannada

## OBJECTIVE

I would like to be an important part of growing and reputed organization. If given an opportunity I assure you I shall stand by your expectations and shall work for the betterment of the company by giving my best based on my skill and expertise.

## EXPERIENCE

Worked at DB Schenker (A Freight forwarding company) at Airport office as Operation Executive for Sundial Chartered Courier and Logistics the transport vendor of DB Schenker in the last 1.5 year in Export and Import department.

### Export

Updating and reporting daily planning sheet  
Monitoring offload of shipment and clearance  
Recording in TANGO Software  
Preparing Cargo Transfer Manifest (CTM)  
Handovering CTM to respective Airlines  
Arranging clearance documents  
Release Carting order from Kale site.

### Import

Inspecting the cargo condition  
Arranging the unloading documents for the delivery  
Generation of E-Way Bill from Part A to Assign or Part B  
Assigning vehicle according to the cargo, inspect loading, tracking the vehicle till the delivery point.

Worked as Inventory Material Handler in Inventory Department at Reliance Retail Cochin FC for 7 months under the management of Caspian Management Service 3PL at Aluva, Ernakulam.

Inventory counting  
Updating and recording in SAP Software  
Tracking inventories and scanning them with scanner  
Maintaining Daily reports.

## EDUCATION

**Indira Gandhi National Open University**  
Post graduation in M.COM (2021-2023)

**STED Council-Government ITI, Areecode**  
PG Diploma in Air Cargo, Shipping and Logistics Management (2022)

**University of Madras**  
Graduation in B.COM (2017-20)

## AREAS OF EXPERTISE

Communication Skill  
Computer Proficiency  
Creativity

## CERTIFICATION

Certificate of Participation in Cargo Handling, Warehouse and Documentation from Leeshore Logistics Academy in association with MIV CFS (2021)

Certificate Course in Tango Navigation Program

Certificate Course in IT Security Awareness Training Campaign

Certificate Course in Sustainability Awareness Training

Certificate Course in Computer Hardware from G-Tec Computer Education (2013)

### Attended Training Program

Mahindra Pride Classroom Employment Skill Training program by Naandi Foundation

## WORKSHOP ATTENDED

### INDUSTRIAL VISIT

MIV-CFS Vallarppadam, Cochin

## OTHER SKILLS

Scheduling and time management

Decision making

Taking initiative

## STRENGTH

Positive attitude

Dedication

Leadership quality

Hard worker