

REJINAS UV

|CARGO OPERATIONS EXECUTIVE|FRIEGHT FORWARDER|

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PROFILE

Highly organized and detail-oriented Cargo Agent with extensive experience in logistics and supply chain management. Skilled in managing cargo shipments, tracking orders, and coordinating with stakeholders to ensure timely and efficient deliveries. Proficient in optimizing processes to enhance operational efficiency and maintain high standards of accuracy and reliability.

EDUCATION

International Diploma in Logistics and Supply Chain Management –Jain University
Adi Group of Institution
2023-2024

Bachelor of Commerce
University of Calicut
2020-2023

Diploma in financial management
Indira Gandhi institute
07/2021-07/2023

SKILLS

- Logistics Planning
- Supply Coordination
- Fleet Optimization
- Shipment Tracking
- Time Management
- Work efficiently as a Team member & Independently
- Vendor Negotiation
- Inventory Management
- Experienced Problem-Solving
- SAP Proficient
- Warehouse Operation
- Tally ERP
- Prioritize & Multi Task
- MS Excel, MS word & PowerPoint
- Risk Management

WORK EXPERIENCE

CARGO OPERATIONS EXECUTIVE

Max World Global Logistics
Calicut, Kerala

July2024-January 24

- Handling AWB billing and documentation, booking freight space, and tracking shipments to ensure accurate filing, optimized scheduling, and timely delivery.
- Issue and prepare necessary cargo documents in compliance with established Standard Operating Procedures (SOPs).
- Collaborating with warehouse personnel to ensure the efficient and accurate storage and handling of goods.
- Coordinated and managed the certification process for cargo shipments, ensuring compliance with plant quarantine regulations and obtaining necessary approvals.
- Managed documentation and facilitated customs clearance processes for international shipments, ensuring compliance with regulatory requirements and timely delivery.

FRIEGHT FORWARDER INTERN

Flyjac Logisteed Frieght Forwarding Company
Kochi,Kerala

MAY/2024-JUL/2024

- Assisted in organizing the shipment of goods by selecting the best routes and carriers based on cost, time, and safety. Coordinated logistics processes to ensure efficient and timely deliveries.

- Coordinated and managed end-to-end logistics processes, including documentation, customs clearance, and transportation, ensuring compliance with regulations and timely delivery of shipments.
- Worked closely with airlines, shipping companies, and clients to plan and execute efficient shipment schedules, ensuring timely deliveries while optimizing cost and compliance with logistics regulations
- Monitored and tracked shipments throughout the logistics process, proactively identifying and resolving any issues to ensure smooth operations and on-time delivery.

FINANCE RESEARCH INTERN

Hedge Equities Ltd

Kochi, Kerala

- Conducted in-depth research and analysis on mutual fund performance and market trends.
- Assisted the Research/Finance Department in evaluating investment opportunities and strategies.
- Developed problem-solving and analytical skills through real-world financial tasks.
- Gained comprehensive exposure to mutual fund processes and financial operations.

LANGUAGES

English

Malayalam

Tamil