

# MEGHA EM

## LOGISTICS PROFESSIONAL



### **PERSONAL DETAILS**

Mobile : +971 553315646  
Email ID : meghnathrissur@gmail.com  
LinkedIn : [www.linkedin.com/in/megha-em-28026318b](https://www.linkedin.com/in/megha-em-28026318b)  
Location : Bur Dubai  
D.O.B : 06/05/1993  
Nationality : Indian  
Gender : Female  
Marital Status : Married

### **PASSPORT & VISA DETAILS**

Passport No : T6908295  
Visa Status : Visit  
Visa Expiry : 05/01/2024

### **KEY SKILLS**

- Operations Management
- Decision Making
- Administration
- General Accounting
- Inventory Management
- Invoice Preparation
- Documentation
- Adaptability
- Time Management
- Interpersonal Communication
- Attention to Detail
- Coordination
- Analytic Skills
- Innovative
- Teamwork

### **COMPUTER PROFICIENCY**

- MS Office (Excel, Word, Power Point)
- Internet, Outlook & Email
- Tally 9.0

### **CERTIFICATIONS**

- Diploma in Certified Commercial Accountant – Bharat Sevak Samaj – 2013
- Diploma in Certified Professional Accounting – Optima Computer College - 2011

### **LANGUAGES KNOWN**

- English
- Malayalam
- Hindi
- Tamil

## **PROFILE**

Accomplished, self-motivated Professional offering more than 6 years of experience in Logistics (international freight forwarding, documentation, export, import, air, sea transportation and with good coordination), Purchase, Accounting and Administration fields. To work in a growing organization where my Professional experience and enhanced skills can help in maximizing the profit of the company and fulfill the goals of the organization while gaining invaluable experience.

## **EXPERIENCES**

### **❖ PURCHASE AND LOGISTICS OFFICER | 2021-2023**

#### **RAINBOW IRRIGATION SYSTEMS - KERALA, INDIA**

- Developing and executing purchasing strategies that align with the company's goals and objectives.
- Identifying potential suppliers and vendors based on project requirements.
- Negotiating contracts, terms, and deadlines with vendors and suppliers.
- Reviewing existing contracts with suppliers and vendors to ensure ongoing feasibility
- Tracking and reporting key functional metrics to reduce expenses and improve effectiveness.
- Maintained accurate records of transportation, inventory, and logistics activities for reference and analysis.
- Coordinated with Clients and team for achieving accuracy in completing all the consignments.
- Mapping out and managing transportation projects.
- Monitoring transportation and handling billings.
- Managing the company's supplies, materials and products.
- Overseeing purchases, inventory, warehouse spaces and transportation services used.
- Building and maintaining profitable relationship with key customers.

### **❖ ADMINISTRATION ASSISTANT | 2017-2021**

#### **BOBY CHEMMANUR INTERNATIONAL GROUP OF COMPANIES - KERALA**

- Coordinated sales, purchase and look after banking operations.
- Preparing quotation, and follow up with the suppliers and clients.
- Managing day to day operations and accounting operations.
- Supervised documentation and maintained all daily records.
- Building and maintaining profitable relationship with key customers.

## **ACADEMIC CREDENTIALS**

2023 PG DIPLOMA-LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Mithra Institute Of Management Studies – India

2013 B.Com. with CO-OPERATION

Calicut University – India

## **ADDITIONAL QUALIFICATIONS**

Training attended for UAE shipping and Freight Forwarding Procedures and Procedures and Familiar with EMIRSAL 2 declaration processing. Air & Sea enquiry quotation, freight calculation, container stuffing calculation and CBM calculation

## **PROJECT**

- Oil & Gas Supply Chain Management Project  
6795/20/09/O&G/EPCO

## **DECLARATION**

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

**MEGHA EM**