



# RASHID MOIDUTTY PV

## LOGISTICS EXECUTIVE - WAREHOUSE EXECUTIVE

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### PROFESSIONAL SUMMARY

Experienced **Logistics Operations Executive** With over **1 year and 6 months** of expertise in managing shipments, inventory, and ensuring compliance with regulations . skilled in streamlining logistics processes, reducing costs and improving operational efficiency . Holding a **BBA in Aviation and Logistics** and **Post Graduate Diploma in Corporate Accounting**, with practical experience in Airport operations through an **Internship at Trivandrum International Airport** Committed to optimizing supply chain functions and driving organizational success through effective logistics management.

### AREA OF EXPERTISE

- Logistical Planning and Operation Expert
- Freight Forwarding Expert
- Supply Chain Management Expert
- Warehouse Operations
- Inventory Management Expert
- Microsoft Office Expertise (Excel, Word)
- Problem-Solving & Analytical Skills
- Attention to Detail & Accuracy
- Time Management & Deadline Adherence
- Team Collaboration & Communication
- Data Organization & Documentation
- Customer Service & Interpersonal Skills

### PROFESSIONAL EXPERIENCE

**Easy Trans Logistics Pvt Ltd, Ernakulam, India**

**JAN 2023 – JUN 2024**

#### Logistics Operation Executive

- Managed end-to-end **Logistics operations**, ensuring timely and cost effective delivery of shipments across **domestic and international** routes.
- Coordinated with vendors, suppliers, and transportation partners to streamline operations and minimize delays.
- Reduced shipments delays by **20%** through improved vendor management and proactive problems – solving.
- Monitored and **documented shipment** statuses, ensuring accuracy in reporting and adherence to deadlines.
- Prepared and maintained shipping documents, invoices, and customs clearance forms to ensure smooth regulatory compliance and on- time deliveries.

### **Cargo Operation (Internship)**

- Assisted in managing **cargo handling** operations, including loading, unloading and storage of goods in compliance with safety and regulatory standards.
- Monitored the movements of **inbound** and **outbound** shipments, ensuring timely and accurate documentation for customs clearance.
- Supported the preparation of cargo manifests, **airway bills**, and other required shipping documentation.
- Implemented inventory control systems to monitor **cargo storage**, ensuring optimal warehouse utilization and minimizing handling errors.
- Assisted in maintaining the organizations of the **warehouse** by arranging goods for easy retrieval and optimizing space utilization

### **EDUCATION**

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**PG Diploma in Corporate Accounting (CAP) under IACET Accreditation**  
Ibis Academy, Ernakulam, India

**JAN 2024 – NOV 2024**

**Bachelor of Business administration (BBA) Aviation & Logistics**  
Yenepoya University

**SEP 2019 – AUG 2022**

### **ADDITIONAL INFORMATION**

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- **Languages known :** English, Hindi, Malayalam,Tamil
- **D.O.B :** 22 January 2001
- **Nationality :** Indian
- **Passport Details:** Passport Number – N 9193669 Expiry Date -20/04/2026
- **Visa Status -** UAE Visit visa, Available to Join Immediately.

### **REFERENCE**

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**Mrs.Carol Benlyn Noronha [Assistant Professor ]**

(Yenepoya University)

[carolbenlyn@yenepoya.edu.in](mailto:carolbenlyn@yenepoya.edu.in)

### **DECLARATION**

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I hereby declare the above mentioned information is true and verifiable to the best of my knowledge and I bear responsibility for the correctness of the above mentioned particulars.

**Rashid Moidutty P V**