



DAYANA DAVID

Logistics Operations Executive

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Career Objective:

Organised and results-driven professional with 02 + years of experience in Cargo, Freight Forwarding & shipping and logistics Industry. Currently Seeking a profession that offers a vibrant workplace where I can use my solid experience and proven customer-relationship strengths to achieve challenging goals. I would instigate a learning culture in the teams that I work with and focus on implementing best practices. Aspiring cargo professional with a strong foundation in logistics and a keen eye for detail. Committed to learning and growth while actively supporting a collaborative and customer-focused team environment.

Experience Summary

Total Experience - 3years+

1.)RAJAB CARGO SERVICES L.L.C.

- **Duration** :April 2023 to July 2024
- **Designation** :Operations Executive

Major Projects / Contracts Handled

1. MINISTRY OF FOREIGN AFFAIRES (MOFA) – DIP SHIPMENTS

Responsibilities

- ❖ Coordinating with all airlines (Dubai and Abu Dhabi Based) for Air freight ADHOC rates and rates negotiations for export shipments.
- ❖ Coordinating with all Shipping Lines and Major NVOCC's for pricing and bookings for exports.
- ❖ Coordinating with operation team, guiding them wherever required to complete the task based on customer requirement.
- ❖ Handling all Sea Exports and Imports from / to UAE.
- ❖ Handling all Air Exports and Imports from / to UAE.
- ❖ Handling import and export enquiries, follow up for the rates from overseas and local agents.
- ❖ Quoting rates to customers for all Air & Sea Import, Exports, custom clearance and transportation.
- ❖ Verifying all shipping documents and updating customers and overseas agents for all imports and exports
- ❖ Coordinating with sales Team and update the shipment status.
- ❖ Foster strong relationships with WCA agents for efficient logistics operations.
- ❖ Handle rate requests from clients and provide competitive pricing for logistics services.

2.)INTERGLOBE AVIATION LTD

- **Duration** :October 2022-March 2023
- **Designation** : Airport Administration & Logistics Coordinator

- ❖ Overseeing the handling, storage, and transportation of cargo and freight at the airport.
- ❖ Coordinating and ensuring compliance with international shipping regulations
- ❖ Processing customer orders, verifying their accuracy, and ensuring timely delivery
- ❖ Managing relationships with suppliers, carriers, and logistics service providers
- ❖ Coordinating warehousing and distribution activities, including storage, order picking, and pack

3.) AIR INDIA SATS Pvt Ltd ,BANGALORE AIRPORT

- **Duration** :August 2021 -August 2022
- **Designation** :Cargo Service Agent

- ❖ Ensuring all necessary paperwork, including waybills, invoices, and customs documents, is complete and accurate.
- ❖ Implementing safety and security procedures to protect both the cargo and personnel. This may include conducting security checks and ensuring compliance with regulations.
- ❖ Assisting customers with inquiries, tracking shipments, and providing information about cargo services.
- ❖ Maintaining and inspecting equipment used for cargo handling to ensure it is in good working condition.
- ❖ Maintaining accurate records of cargo shipments, deliveries, and any incidents or damages that occur during handling.

KeySkillsandStrength

- ❖ Analytical thinking
- ❖ Problem solving
- ❖ Organizational skills
- ❖ Adaptability
- ❖ Integrity
- ❖ Softskills (MS Office, Vizag, Zoho,Tally)

StandardsandSpecificationknown

- ❖ Diploma in IATA/FIATA Introductory Air Cargo
- ❖ WHRDE Certification in Air Cargo

Education

- ❖ BBA Logistics & Supply Chain Management from Bharathiar University

Personal Details:

Date of Birth	:	24/03/2000
Nationality	:	Indian.
Marital Status	:	Single
Languages	:	English,Malayalam,Hindi,Tamil