



SUJIN P SAJAN

OPERATIONS EXECUTIVE

Seeking a dynamic and innovative work environment where I can apply my knowledge and expertise to achieve exceptional results.

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EDUCATION

Bachelor of commerce

IIMTE

04/2018 - 06/2021

KARNATAKA,INDIA

Diploma in shipping and logistics

CCEK

12/2021 - 11/2022

KERALA,INDIA

WORK EXPERIENCE

Operations Executive

Federal freight and logistics

07/2023 - 07/2024

COCHIN INTERNATIONAL AIRPORT,INDIA

Achievements/Tasks

- Preparing and handling documents like bill of lading ,packing lists,invoices,and customs clearance forms.
- Proper filling of customs documentation for import/export clearance.
- Ensuring that all activities comply with national and international shipping regulations.
- Maintaining and building relationships with shipping Companies,suppliers and carriers to ensure smooth operations and service.

Warehouse Operator

DHL

01/2023 - 06/2023

KARNATAKA,INDIA

Achievements/Tasks

- Accept and inspect incoming goods or products. Track stock levels and organize inventory. Handle and process incoming customer orders or inquiries. Update inventory and order systems with accurate information. Verify product quality and ensure items meet standards.

PROFESSIONAL SKILLS

Documentation

Air Cargo Operations

Exim & Shipping

Tally with GST

Inventory management

Problem Solving

MS Office

Logistics Operation

Customer Service

VISA STATUS

Visa Status: Visit Visa, Expiry:11/02/2025

CERTIFICATES

*DGR: Transport of Dangerous Goods by Air-Intial as per the IATA Dangerous Goods Training Guidance 7.3(Supervised assessment) (03/2024)

* Computerised Financial Accounting & GST Using Tally

LANGUAGES

English

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

Tamil

Professional Working Proficiency

Hindi

Limited Working Proficiency

INTERESTS

Travelling

Community involvement

Desire to learn new things

Social medias