

MONISHA U

JUNIOR EXECUTIVE

CONTACT

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EDUCATION

MBA • 2022 - 2024

Logistics and Supply Chain Management

Sri Venkateswara College of Computer Application and Management - Coimbatore

B.COM • 2019 – 2022

Corporate Secretaryship

Patrician College of Arts and Science - Chennai

KEY SKILLS

Time Management
Problem-solving
Decision making
Shipment Tracking
Invoicing & Billing
Cross-trade Shipment Coordination
Customs Clearance Procedures

LANGUAGES

- Malayalam
- English
- Tamil
- Hindi

PROFILE

I'm eager to apply acquired knowledge and skills in professional settings. I'm an ambitious and dedicated individual, ready to embark on a successful career and make a positive impact in logistics development industry

EXPERIENCE CERTIFICATION

20 CUBE LOGISTICS PVT LTD – COIMBATORE

APRIL 2024 - MAY 2025

Junior Executive

- Managed customs clearance, courier services, and cross-trade shipments.
- Optimized sea/air tracking using BL, Container, and MAWB numbers.
- Handled PO creation, invoicing, and shipping documentation.
- Managed import/export documentation for sea and air freight.
- Coordinated with teams to improve shipment efficiency.
- Oversaw freight operations and conducted quality audits.

VELOCITY FREIGHT PVT.LTD CHENNAI

AUG 2023 - OCT 2023

Intern

Document filing, Checking Vessel inward, Interaction with importer & exporter about shipment.

CERTIFICATIONS

- Implementation of Green supply chain management practices.
- International Cargo Clearance and Logistics Operations – **MSME TECHNOLOGY DEVELOPMENT CHENNAI.**