

MONISHA U

JUNIOR EXECUTIVE

CONTACT

No.87, Manohar Nagar, 5th Street,
Pallikaranai, Chennai - 600100
+91 6379879688
monisha.u25@gmail.com
linkedin.com/in/monisha09

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 and 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.