

AMENTO MATHEW



CONTACT

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PERSONAL DETAILS

Date of Birth : 30/09/1997
Nationality : Indian
Passport : U5159691 » Date of Expiry :17/02/2030
Visa Status : Visit Visa

SKILLS

Tango Software,Ms Office,SAP
Teams, Internet,E-mail, Telephonic
Aircargo Operations
•Airline Codes •Airport Codes

LANGUAGES

- English • Malayalm
- Tamil • Telugu
- Kannada

OBJECTIVE

I would like to be an important part of growing and reputed organization.If given an opportunity I assure you I shall stand by your expectations and shall work for the better men to the company by giving my best based on my skill and expertise.

EXPERIENCE

Worked at DB Schenker (A Freight forwarding company) at Airport office as Operation Executive for Sundial Chartered Courier and Logistics the transport vendor of DB Schenker in the last 1.5 year in Export and Import department.

Export

- Updating and reporting daily planning sheet
- Monitoring offload of shipment and clearance
- Recording in TANGO Software
- Preparing Cargo Transfer Manifest (CTM)
- Handovering CTM to respective Airlines
- Arranging clearance documents
- Release Carting order from Kale site.

Import

- Inspecting the cargo condition
- Arranging the unloading documents for the delivery
- Generation of E-Way Bill from Part A to Assign or Part B
- Assigning vehicle according to the cargo, inspect loading, tracking the vehicle till the delivery point.

Worked as Inventory Material Handler in Inventory Department at Reliance Retail Cochin FC for 7 months under the management of Caspian Management Service 3PL at Aluva, Ernakulam.

- Inventory counting
- Updating and recording in SAP Software
- Tracking inventories and scanning them with scanner
- Maintaining Daily reports.

EDUCATION

Indira Gandhi National Open University
Post graduation in M.COM (2021-2023)

STED Council-Government ITI,Areecode
PG Diploma in Air Cargo, Shipping and Logistics Management (2022)

University of Madras
Graduation in B.COM (2017-20)

AREAS OF EXPERTISE

- Communication Skill
- Computer Proficiency
- Creativity

CERTIFICATION

Certificate of Participation in Cargo Handling, Warehouse and Documentation from Leeshore Logistics Academy in association with MIV CFS (2021)
Certificate Course in Tango Navigation Program
Certificate Course in IT Security Awareness Training Campaign
Certificate Course in Sustainability Awareness Training
Certificate Course in Computer Hardware from G-Tec Computer Education (2013)

Attended Training Program

Mahindra Pride Classroom Employment Skill Training program by Naandi Foundation

WORKSHOP ATTENDED

INDUSTRIAL VISIT

MIV-CFS Vallarpadam,Cochin

OTHER SKILLS

Scheduling and time management
Decision making
Taking initiative

STRENGTH

Positive attitude
Dedication
Leadership quality
Hard worker