

SUMMARY

Detail-oriented Logistics and IT professional with over 2 years of experience in the logistics industry. Proficient in creating commercial documents in line with standard operating procedures (SOPs) to enhance billing efficiency. Adept at collaborating with cross-functional teams to drive operational excellence and contribute to overall logistics performance. Excels in dynamic team environments, passionate about leveraging a blend of logistics and IT knowledge to drive innovation and efficiency in thriving organizations.

EDUCATION

Indian Institute of Technology, PKD
Professional Certification in Applied Data Science
04/23

Mahatma Gandhi University
Bachelor of Vocation in Logistics Management
08/20

TECHNICAL SKILLS

- Python, SQL (Programming Language)
- Data Engineering
- Social Network Analysis
- Time Series Analysis
- Text Analysis
- Microsoft Office/Excel
- Compliance and Regulatory Knowledge
- Import/Export Documentation
- Bill of Lading/Air Way Bill
- Commercial invoice-cum-packing
- Bill of Export

SOFT SKILLS

Team Oriented | Flexible | Analytics | Adaptability |
Interpersonal skills | Good Communication | Critical
Thinking | Numerical and Logical Reasoning |
Competitive | Resilience | Passionate | Multitasking |

CERTIFICATIONS

UI/UX Design - 03/22
Avodha Edutech Pvt Ltd

Diploma in Warehouse, Inventory and Transport- 2018
Logistics Sector Skill Council, India

Diploma in Logistics Management- 2018
National Skill Development Corporation, India

LANGUAGES

English | Malayalam | Hindi

PROFESSIONAL EXPERIENCE

Logistics Documentation Specialist

SFO Technologies Pvt Ltd (NEST GROUP) | 1.1 Years

- Coordinated documentation operations for timely billing and cross-functional collaboration
- Maintained accurate inventories and documented procedures for operational efficiency
- Created commercial documents according to SOPs, streamlining billing and ensuring compliance
- Prepared and processed various commercial documents (BOLs, certificates, invoices, packing lists)
- Communicated with external stakeholders to facilitate documentation and resolve discrepancies.

Logistics Executive

SFO Technologies Pvt Ltd (NEST GROUP) | 1 Year

- Managed logistics documentation processes for freight, shipping, import/export, and customs
- Orchestrated end-to-end supply chain activities for seamless procurement, transportation, and distribution
- Streamlined inventory management and optimized warehouse layout for efficient operations
- Facilitated smooth customs clearance and international shipment processing
- Conducted data analysis, generated reports, and presented insights to senior management for logistics performance improvement.

INTERNSHIP

JJ Shipping, Kochi, India- Logistics Intern (04/2019)

Successfully coordinated shipping operations, collaborated with forwarders for accurate documentation, ensured compliance, minimized administrative burdens, and promoted interdepartmental efficiency.

Cochin International Container Freight Station, Kochi, India- Logistics Intern (04/2018)

Managed warehouse operations to ensure timely delivery, collaborated with logistics team, contributed to planning and inventory purchasing, and enhanced efficiency through cross-functional collaboration.

VISA STATUS

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