

VISHNU B NAIR

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Place: Ajman, UAE

Nationality: Indian

Available for relocation within the UAE.



PROFESSIONAL SUMMARY

A meticulous logistics professional with a **Professional Diploma in Logistics and Supply Chain Management** and two months of **practical experience** in the **clearing and forwarding sector**. Proficient in **sales, documentation, customer service, and operational processes** within the logistics industry. Equipped with a strong understanding of supply chain principles and the ability to manage end-to-end logistics operations efficiently. Eager to contribute to a dynamic team in the UAE, leveraging my skills and training to optimize operations and drive customer satisfaction.

KEY SKILLS

- Basic knowledge Supply chain management
- Microsoft Office
- Tally ERP9
- Clearing and Forwarding
- Sales
- Import/Export Documentation
- Customer service
- Problem – solving
- Attention to details
- Adaptability
- Team Collaboration

INTERNSHIP

Trainee in Clearing and Forwarding Department

June 2024 - August 2024

Aiwa Shipping and Logistics

- Gained hands-on experience in clearing and forwarding operations, ensuring smooth customs clearance for imported and exported goods.
- Assisted in sales activities by identifying potential clients and maintaining relationships with existing customers.
- Managed documentation processes, including the preparation commercial invoices, and packing lists.

- Provided customer service support by addressing client inquiries and tracking shipments
- Collaborated with operations teams to efficient warehouse management.

EDUCATION

Professional Diploma in Logistics and Supply Chain Management

Mithra Institute of Management Studies

2023-2024

- Gained comprehensive knowledge in supply chain management, logistics operations, and inventory control.

Bachelor of Commerce (B.Com.) – Corporation

University of Kerala

Graduated: 2022

CERTIFICATIONS

- **Excel Essential Training (Microsoft 365)**, LinkedIn Learning, 2024
- **G-Operator (Windows, MS Office)**, G-Tech Computer Education, 2023
- **Tally ERP9**, CIDT, GIST, 2019

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

REFERENCES

Will be provided upon request.

DECLARATION

I hereby declare that above information provided is true to the best of my knowledge and belief.

VISHNU B NAIR