

MEGHA E M

LOGISTICS PROFESSIONAL



PERSONAL DETAILS

Mobile : +971 553315646
Email ID : meghnathrissur@gmail.com
LinkedIn : www.linkedin.com/in/megha-em-28026318b
Location : Bur Dubai
D.O.B : 06/05/1993
Nationality : Indian
Gender : Female
Marital Status : Married

PASSPORT & VISA DETAILS

Passport No : T6908295
Visa Status : Visit
Visa Expiry : 05/01/2024

KEY SKILLS

- Operations Management
- Decision Making
- Administration
- General Accounting
- Inventory Management
- Invoice Preparation
- Documentation
- Adaptability
- Time Management
- Interpersonal Communication
- Attention to Detail
- Coordination
- Analytic Skills
- Innovative
- Teamwork

COMPUTER PROFICIENCY

- MS Office (Excel, Word, Power Point)
- Internet, Outlook & Email
- Tally 9.0

CERTIFICATIONS

- Diploma in Certified Commercial Accountant – Bharat Sevak Samaj – 2013
- Diploma in Certified Professional Accounting – Optima Computer College - 2011

LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Tamil

PROFILE

Accomplished, self-motivated Professional offering more than 6 years of experience in Logistics (international freight forwarding, documentation, export, import, air, sea transportation and with good coordination), Purchase, Accounting and Administration fields. To work in a growing organization where my Professional experience and enhanced skills can help in maximizing the profit of the company and fulfill the goals of the organization while gaining invaluable experience.

EXPERIENCES

❖ PURCHASE AND LOGISTICS OFFICER | 2021-2023

RAINBOW IRRIGATION SYSTEMS - KERALA, INDIA

- Developing and executing purchasing strategies that align with the company's goals and objectives.
- Identifying potential suppliers and vendors based on project requirements.
- Negotiating contracts, terms, and deadlines with vendors and suppliers.
- Reviewing existing contracts with suppliers and vendors to ensure ongoing feasibility
- Tracking and reporting key functional metrics to reduce expenses and improve effectiveness.
- Maintained accurate records of transportation, inventory, and logistics activities for reference and analysis.
- Coordinated with Clients and team for achieving accuracy in completing all the consignments.
- Mapping out and managing transportation projects.
- Monitoring transportation and handling billings.
- Managing the company's supplies, materials and products.
- Overseeing purchases, inventory, warehouse spaces and transportation services used.
- Building and maintaining profitable relationship with key customers.

❖ ADMINISTRATION ASSISTANT | 2017-2021

BOBY CHEMMANUR INTERNATIONAL GROUP OF COMPANIES - KERALA

- Coordinated sales, purchase and look after banking operations.
- Preparing quotation, and follow up with the suppliers and clients.
- Managing day to day operations and accounting operations.
- Supervised documentation and maintained all daily records.
- Building and maintaining profitable relationship with key customers.

ACADEMIC CREDENTIALS

2023 PG DIPLOMA-LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Mithra Institute Of Management Studies – India

2013 B.Com. with CO-OPERATION

Calicut University – India

ADDITIONAL QUALIFICATIONS

Training attended for UAE shipping and Freight Forwarding Procedures and Procedures and Familiar with EMIRSAL 2 declaration processing. Air & Sea enquiry quotation, freight calculation, container stuffing calculation and CBM calculation

PROJECT

- Oil & Gas Supply Chain Management Project
6795/20/09/O&G/EPCO

DECLARATION

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

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