

ABHAY RAJU T

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SUMMARY

Motivated Logistics Executive seeking to apply expertise in logistics management, export documentation, and inventory control to support operational efficiency in a growth-focused organization.

WORK EXPERIENCE

EXPORT DOCUMENTATION EXECUTIVE - Greenleaf Extraction Pvt.ltd June 2024 - present

- Manage and prepare all export documentation including invoices, packing lists, insurance certificates, and shipping documents to ensure compliance with international trade regulations.
- Coordinate with suppliers, freight forwarders, and customs agents to streamline shipment processes and ensure timely delivery.
- Verify product descriptions, quantities, and classifications to ensure accurate documentation and avoid delays at customs.
- Handle insurance-related paperwork, ensuring goods are adequately covered during transit.
- Track shipments and update stakeholders on delivery status, ensuring transparency and accountability.
- Implement document control procedures to maintain accurate records and reduce discrepancies in export operations.

TRAINEE INTERNSHIP - Mahindra Logistics

2023

- Sorted, packed, and scanned items to optimize inventory management.
- Controlled inbound and outbound logistics operations for improved efficiency.
- Assisted with labeling and documentation for shipment accuracy.

EDUCATION

International UG Diploma in Logistics & Supply Chain

Ibis Academy of Higher Education- 2023 | Thrissur, Kerala

Bachelor of Commerce

Calicut University 2019 – 2022 | Kerala

SKILLS

- Logistic Management
- Export Documentation
- supplychain Management
- Inventory control
- Customer Service
- Data Reporting

LANGUAGE

- ENGLISH – Read, Write, Speak
- MALAYALAM – Read, Write, Speak
- TAMIL – Speak
- HINDI – Speak