



# ADITH T AJITH

Supply Chain | Logistics | Export Documentation | Warehouse Management

## CONTACT

- +971 559649105
- Near Belhasa Driving Center  
Al Quoz 4, Dubai, UAE.
- [adiththekkoott02@gmail.com](mailto:adiththekkoott02@gmail.com)
- [www.linkedin.com/in/adith-t](https://www.linkedin.com/in/adith-t)

## EDUCATION

### MASTER OF BUSINESS ADMINISTRATION

Logistic supply and Supply Chain  
Management 2018 - 2021  
Bharathiar University

### POST GRADUATE DIPLOMA

Logistics and Supply Chain  
Management 2019 - 2021  
Confederation of Indian Industry

### BACHELOR OF COMMERCE

Finance 2015 - 2018  
University of Calicut

## SKILLS

- Supply chain management
- Export Documentation
- Warehouse management
- Communication Skill
- Adaptability
- Problem solving

## TECHNICAL SKILLS

- SAP
- ERP
- TouchQ
- Outlook
- MS Office Suite

## INTERNSHIP

- Kerala Service Co-Operative Bank**  
Worked as Customer Service  
Adviser Trainee -  
May 2018 - Sep 2018
- EX-IM Shipping Service**  
July 2020 - Sep 2020

## ABOUT ME

Results-driven logistics and supply chain professional with an MBA and extensive experience in air and sea cargo operations, dangerous goods management, and inventory optimization. Skilled in SAP and logistics software, I excel in streamlining processes, enhancing efficiency, and driving operational success.

## WORK EXPERIENCE

### LOGISTICS EXECUTIVE

Eros Group

June 2024 to Present

- Supervision & Coordination:** Managed and coordinated the dispatching of goods, ensuring smooth and timely operations.
- Despatch Reporting:** Prepared vehicle-wise CBM reports and other dispatch-related documentation.
- Documentation:** Handled all necessary paperwork and records associated with logistics and warehouse operations.
- Inventory Management:** Monitored inventory levels and ensured accuracy in stock records.
- SAP Proficiency:** Utilized SAP software for logistics and warehouse management tasks.
- Sales Return Handling:** Managed procedures related to sales returns, ensuring efficient processing.
- Client Communication:** Maintained clear and effective communication with clients and customers.
- Shipment Tracking:** Monitored and tracked shipments, ensuring timely updates and delivery.
- Customer Notifications:** Informed customers about dispatch details and shipment status.
- Record Maintenance:** Kept accurate records of all dispatch activities for easy reference and reporting.

### LOGISTICS EXECUTIVE

George Infra Private limited

August 2023 May 2024

- Optimized Transportation:** Selected routes to maximize efficiency by combining shipments and consolidating warehousing and distribution.
- Documentation:** Managed forms, reports, and records for quick and accurate processing.
- Administrative Coordination:** Tracked staff tasks and managed scheduling for transportation and warehouse teams.
- Cost Management:** Reduced costs through freight analysis and negotiation; monitored and reported operating costs.
- Dispatch & Delivery:** Coordinated driver dispatch to meet daily delivery needs.
- Clerical Tasks:** Managed filing systems and data entry, ensuring organized records.

## **PROJECTS**

### **Financial Analysis of Karalam**

#### **Service Co-Operative Bank:**

- Conducted an in-depth study analyzing the financial performance and health of Karalam Service Co-Operative Bank.

### **Supply Chain Process in EXIM**

#### **Shipping Service, Coimbatore:**

- Examined and evaluated the supply chain processes within EXIM Shipping Service, identifying areas for improvement and efficiency.

## **EXPORT ASSISTANT**

Sitaram Ayurveda Pvt Ltd.

September 2021 to March 2023

- **Coordinate with Vendors and Suppliers:** Confirm orders, resolve supply chain issues, and ensure accurate delivery schedules.
- **Document Management:** Organize and maintain shipping documents such as acknowledgment files, invoices, packing list, certificate of origin & bill of lading.
- **Freight Forwarder Collaboration:** Arrange cost-effective and efficient shipping solutions with freight forwarders.
- **Goods Tracking:** Monitor goods in transit, ensure timely delivery, and address delays, damages, or lost shipments.
- **Customer Support:** Track orders, answer inquiries, and resolve concerns related to deliveries and shipments.
- **Cost Management:** Monitor logistics costs, identify cost-saving opportunities, and negotiate with carriers and logistics providers.
- **Team Collaboration:** Align logistics with procurement, sales, and customer service teams to meet company objectives.

## **LANGUAGES**

- English
- Malayalam
- Hindi

## **ACHIEVEMENTS & AWARDS**

- **Global Masters in Logistics & Supply Chain Management:** Will be awarded upon completion of MBA program from WUC, California, USA.
- **Certified in Air Cargo (STED Council):** Recognized certification in air cargo management.
- **Certified in Sea Cargo (STED Council):** Recognized certification in sea cargo operations.
- **Certified in Dangerous Goods (STED Council):** Certification in handling and managing dangerous goods.
- **SAP (Basics):** Gained foundational knowledge in SAP, relevant to logistics and supply chain management.