# Resume

## Personal Statement

A competent, talented, and enthusiastic Executive who has experience of working in a busy office environment. Possessing a good team spirit, deadline orientated and having the ability to organize and present complex solutions clearly and accurately. Now looking for a suitable position with an ambitious & exciting company where I will be able to continue to increase my work abilities & develop my career.

## Contact Information

Phone: +91 575676755

Email: chelladuraik101@gmail.com

## Professional Experience

### Operations Executive

Samsung Data System · Full-time

Feb 2022 - May 2024 · 2 yrs 4 mos | Chennai, Tamil Nadu, India

#### Key Skills:

Customer Support, Analytical Skills, Incoterms, Microsoft Excel, Ocean, LCL, Third-Party Logistics (3PL), Quote, Research Skills, Account Management, Bookings, Carrier Selection, Import Operations, Defining Requirements, Business Analysis, Oral Communication, Freight Forwarding, Interpersonal Communication, Problem Solving, Attention to Detail, Business Process Improvement, Business Knowledge

### Junior Officer

Avalon Technologies Pvt Ltd · Full-time

Jan 2021 - Feb 2022 · 1 yr 2 mos | Tambaram, Tamil Nadu, India

#### Key Skills:

Air Operations, Analytical Skills, Incoterms, Ocean, LCL, Query Resolution, SEZ, Microsoft Outlook, Quote, Research Skills, Bookings, Carrier Selection, Import Operations, Process Optimization (Manufacturing), Oral Communication, Freight Forwarding, Supply Chain Management, Teamwork, Interpersonal Communication, Problem Solving, Attention to Detail, Business Process Improvement

### Marketing and Customer Support Executive

Cargo Consol India Pvt Ltd · Full-time

Feb 2019 - Jan 2021 · 2 yrs | Mylapore, Tamil Nadu, India

#### Key Skills:

Logistics Management, Customer Support, Incoterms, Ocean, Export Operations, LCL, Query Resolution, Documentation, Microsoft Outlook, Quote, Marketing, Messaging, Account Management, Bookings, Communication, Import Operations, Business Relationship Management, Defining Requirements, Enquiries, Oral Communication, Freight Forwarding, Teamwork, Interpersonal Communication, Forwarding, Problem Solving, Sales Coordination, Attention to Detail, Lead Generation, Business Knowledge, Onboarding

## Education

### Master of Business Administration (MBA)

University of Madras | Logistics, Materials, and Supply Chain Management

Aug 2021 - Feb 2024

#### Key Skills:

Business Analysis, Data Analysis, Incoterms, Financial Analysis, Logistics Management, Supply Chain Management

### Bachelor of Science (B.Sc)

Indian Institute of Logistics | IT and Logistics

2016 - 2019

#### Key Skills:

Incoterms, Analytical Skills, Logistics Management