CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

PROFILE SUMMARY

Compassionate & dedicated professional with around 3 Years of career experiencein the field of operations management, having graduation in MBA Finance and operation.

KEY SKILLS



EMPLOYMENT CHRONICLE

OPERATION EXECUTIVE | 2020 - Present SAFEXPRESS

TRAINING | 4 Months

TOTAL SHIPPING & LOGISTICS

Duties & Responsibilities as Operation Executive

- Coordinating with Operations Assistant regarding Inbound load retrieval.
- Sorting the Waybills for assigned delivery routes and Co-operate with delivery associates.
- Managing the delivery documents such as POD, COD, DACC and To Pay Freight.
- Providing the live status and expected delivery time to customers and document Verification
- Coordinating with Airport agents about the Inbound/Outbound Cargo.
- Undelivered waybills clearance with rebooking and deviations.
- Taking responsibility for high-value or confidential items.
- Filling out paperwork about completed deliveries.
- Responsible for the Line Haul operations.
- Develops innovative processes for proactive management of all line haul freight movements and to secure service.
- Responsible for dispatching, routing, and tracking of delivery vehicles.
- Coordinate with Transporters for daily vehicle requirements and freight negotiation, Fleet Management.



MIDHUN A U FINANCE & OPERATION

CONTACT

+91 8157870631

Kerala, India

ACADEMIC CREDENTIALS

MBA (FINANCE & OPERATIONS) | 2019

Conspi Academy for Management Studies, Trivandrum

BBA | 2017

- **Calicut University**
- Paramekavu College of Arts and Science, **Thrissur**

COMPUTER PROFICIENCY

MS Office

Basic Operations *

Internet & Email ★ ★

LANGUAGES KNOWN

- **English**
- Hindi
- Malayalam
- Tamil



PERSONAL STRENGTHS

- **COMMUNICATION**
- **SERVICE**
- **ORGANIZATION**
- **MANAGEMENT**
- **COLLABORATIVE**
- **EXTREME ACCOUNTABILITY**
- **OWNERSHIP**
- **INITIATIVE DRIVEN**



PERSONAL DOSSIER

Gender : Male

Date of Birth : 01/16/1996 Nationality : Indian **Marital Status** : Single

Permanent Address : Andhoruparambil House, Nenmini P O

Guruvayoor, Thrissur, Kerala, India

DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars.

MIDHUN A U

INTEREST







Movies

Cricket Songs

REFERENCE

Available upon request