

ANAND M S



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Email:
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Personal Data:

Date of Birth :12/06/1994

Age :25

Sex : MALE

Nationality : INDIAN

Marital Status : SINGLE

ADDRESS:

TC : 43/1161(1)
PUTHUVAL PUTHAN VEEDU
MUTTATHARA VALLAKADAVU
P O TVM
PINCODE : 695008

CAREER OBJECTIVE

A Logistics and supply chain management professional looking to obtain a position in a reputed organization that will provide growth, stability and opportunity for advancement. To work in a competitive environment where I can learn new information to sharpen my knowledge and skills and contribute to the company's growth.

Professional Experience

Shipping And Logistics Administrator Training Attended-

- Training attended for Port, Customs Clearance, Forwarding formalities and Documentation
- **Special Training attended for UAE Shipping, freight forwarding procedures and familiar with EMIRSAL2 declaration processing.**
- Customer coordination, Order & Delivery follow up
- To work in conjunction and coordination with seniors and follow all instructions related to maintaining of day-to-day Administrative & Functional affairs. / Interoffice correspondence / Contracts documents / sorting mail etc.
- Prepare and follow up enquiries / quotations and documents of invoice, delivery notes.

JAN 2018 - JUN 2019

Worked as a marketing executive in **HERCULES AUTOMOBILES INT'L (P) LTD, TRIVANDRUM**

HIGHLIGHTS

- Knowledge on Air, Sea, Land Import/Export required documents.
- Knowledge about Import/Export Foreign Trade Terms, INCO Terms.
- Have knowledge about Customs Documentation.
- Understanding about receiving shipments and establishing documents legalizations.
- Knowledge about warehouse Operations, IN-OUT frequencies calculations.
- Trained in **SAP software**

SKILLS

- Highly encouraging and motivating temperament.
- Hard Working, Enthusiastic, willing to change and cooperative.
- Good communication in English, presentation skill, coordination and leadership skills.
- Quick learner for new software applications.
- Have depth knowledge in MS Office, Word, Excel.
- Knowledge about how to prepare enquiries, quotations and how to follow it up.

Educational Qualifications

◆ Professional Course

Logistics and Supply Chain Management (&Freight forwarding)-Mithra Institute of Management Studies (MIMS) ISO 9001:2015 certified/**IAO- International Accreditation Organization- US- Huston, EDU India Foundation-** Skills India Transforming India.

STED COUNCIL- Scientific & Technical Education Development Council National Level Organization registered Under Govt of KERALA & INDIA NGO under National Capital Territory Govt of NCT New Delhi Govt of INDIA – ISO 9001:2015 Certified

Qualification	Institution and Board/University	Percentage	Year of Passing
Logistics & Supply Chain Management	STED COUNCIL		2019
MBA (Marketing & Operations)	Kerala University	67%	2017
Bachelor of Science	Kerala University	75%	2015
Higher Secondary	Kerala University	83%	2012
SSLC	Kerala University	85%	2010

Additional Qualifications

- ◆ Special Training attended for UAE shipping and Freight Forwarding Procedures and Familiar with EMIRSAL 2 declaration processing.
- ◆ Awarded certificate in SAP in material management

LANGUAGES KNOWN

ENGLISH,MALAYALAM

DECLARATION

I hereby declare that all the statements made in this resume are true, complete and correct to the best of my knowledge and belief.

Place Trivandrum

Date 11-12-2019

ANAND

