

CURRICULAM VITAE

AAKASH CHANDRAN

KOLLAM, KERALA

Ph. no: +91-9847029233

E-mail: aakashchandran91@gmail.com



OBJECTIVE

“Seeking a challenging career that utilizes my knowledge and experience for contributing Constructively to the organization’s growth”.

COMPETENCIES & PERSONAL SKILLS

- ✓ Innovative, self-motivated with strong leadership abilities.
- ✓ Ability to work under pressure.
- ✓ Ability to diagnose and handle the problem.
- ✓ Positive attitude with ability to work with individuals at all levels within the organization.
- ✓ Ability to grasp and learn things fast.
- ✓ Good interpersonal skills.
- ✓ Committed for self-development in order to achieve overall objectives
- ✓ Able to handle multiple tasks simultaneously
- ✓ Negotiation skills
- ✓ Time management

ADMINISTRATIVE ASSISTANT & LOGISTICS COORDINATOR -VISEN POLYMERS FZE, HAMRIYAH, SHARJAH (SEPT 2015-SEPT 2016)

COMPANY PROFILE:

VISEN POLYMERS FZE in Hamriyah Free Zone Sharjah is the Asia’s largest polymer emulsion manufacturing plant. With over four manufacturing units in India, it has a capacity of 120,000 metric tons and is the single largest polymer emulsion plant in the region. Visen FZE plant will supply to paint majors in the region like Jotun Paints, Hempel, Berger paints, Al Gurg, Akzo Nobel and Crown Paints.

Role: Administrative Assistant

Duties and responsibilities:

- Assist in report preparation for other company departments, such as Sales, Procurement and human resources, using the Microsoft office suite.
- Manage office operations and delegate tasks to Junior Executives.
- Organize, Coordinate and Manage meetings and seminars for new hires and other staff.
- Monitor social media posts daily on behalf of the company.
- Maintain and update Online/Cloud filing systems
- Answer incoming calls and properly route them according to office procedure.
- Maintain hard and soft copies of files and other important documents on company file archives.
- Manage office supplies by coordinating with Store and Procurement Department.
- Fleet management of Company Vehicles and driver Coordination.

- Transportation management - Pick up & Drop service for company staff and other visiting officials.
- Handling ticket booking and coordination with Travel Agents.
- Manage inbound and outbound couriers and packages and maintaining records.
- Coordinate with departments and assist them as per company rules and policies.
- Manage and coordinate accommodation facilities (Camps and staff quarters) with HR Dept.

Role: LOGISTICS/SHIPPING COORDINATOR

Duties and Responsibilities:

- Responsible for managing the execution, direction, and coordination of all transportation matters and Materials.
- Planning healthy storage of materials and dispatching them based on shelf life and batch.
- Monitor payment Terms and arrange dispatch of goods accordingly
- Planning and preparing dispatch schedule of shipments based on forecasting.
- Coordinating with Freight forwarder to ensure prompt and smooth operations
- Maintain proper records of shipments.
- Follow up with accounts dept. for payment of Freight Forwarders & follow-up for timely payment with accounts
- Coordinating with Purchase, Production, Accounts, Quality control, Stores, Sales departments
- Container and shipments weigh control for all shipments before dispatch.
- Resolve problems concerning transportation, logistics systems, Exports.
- Communicating effectively with clients and responding to their requirements
- Motivating other members of the team including the executives who is in charge of dispatch and customs clearance.
- Providing customer support regarding shipments.
- Performs other related duties and roles as assignment requires.

LOGISTICS, SUPPLY CHAIN AND RETAIL MANAGEMENT FACULTY-KELTRON, ECDL (FEB 2017- JULY 2018)

COMPANY PROFILE:

Keltron Knowledge Centres are 'Centres of Excellence' in Information Technology created with the specific intention of bridging the huge gap between Academic Institutions and the Industry. These Centres churn out batches of 'industry-ready' professionals every year who are prepped up to take on jobs the moment they are inducted. The career-oriented courses are delivered through Keltron Knowledge Centres, IT Education Centres, Animation Campuses, Advanced Training Centres & Keltron Advanced Study Centres located at important towns throughout Kerala.

ECDL is an Institution of high renown and acclaimed as one of the best training Centres in India. It is well known for our teaching faculty, which comprises full-time local and expatriate lecturers with a wealth of international experience to offer. ECDL training facilities is one of the best in the country, set within a new, state-of-the-art pleasant campus.

Role: LOGISTICS FACULTY

Duties and responsibilities:

- Handle logistics, supply chain and retail management classes for the professional students.
- Train them in different aspects of the curriculum.
- Make them aware and train them in logistics, retail management and supply chain methods and operations.
- Conduct tests and seminars.
- Arrange and coordinate internships.
- Work as per the management policies.

BHARAT AVIATION ACADEMY –MANAGEMENT FACULTY (JULY 2018-MARCH 2019)

COMPANY PROFILE:

Bharat Aviation Academy was established in 2001. It is a registered institution. Bharat Aviation Academy is a leading Educational Campus in Kerala. The Academy is recognized as the No.1 Aviation training campus in India.

Role: LOGISTICS AND MANAGEMENT FACULTY

Duties and responsibilities:

- Handle CILT Logistics, Supply chain and Aviation management (Bharatiyar University, IATA cargo) classes for the professional students.
- Train them in different aspects of the curriculum.
- Conduct tests and seminars.
- Work as per the management policies.

INTERNATIONAL ACADEMY OF LOGISTICS MANAGEMENT –MANAGEMENT FACULTY (APRIL 2019-OCTOBER 2020)

COMPANY PROFILE:

IALM is a registered educational and training institution. It is also one of the leading logistics training campus in Kerala. The Academy is recognized as one of the best in south India

Role: LOGISTICS FACULTY

Duties and responsibilities:

- Handle Logistics, Supply chain and Aviation management classes for the professional students.
- Train them in different aspects of the curriculum.
- Conduct tests and seminars.
- Work as per the management policies.

ADI INSTITUTE OF QUALITY ENGINEERS –MANAGEMENT FACULTY (OCTOBER 2020-PRESENT)

COMPANY PROFILE:

Adi institute of quality engineers is a registered educational and training institution. It is also one of the leading logistics and engineering training campus in Kerala. The institution is recognized as one of the best in Kerala.

Role: LOGISTICS FACULTY

Duties and responsibilities:

- Handle Logistics, Supply chain and Aviation management classes for the professional students.
- Train them in different aspects of the curriculum.
- Conduct tests and seminars.
- Work as per the management policies.

COMPUTER SKILLS

- MS Office-Word, Excel, PowerPoint, Outlook
- Adobe Photoshop
- Microsoft CRM dynamics-ERP
- OS Platforms-Linux, Windows 7,8,10, Mac OS
- Certificate in computer hardware
- System troubleshooting and installations

CERTIFICATIONS

- Google -Digital Marketing (Basics)
- IELTS GENERAL (OVERALL 7.5)

Academic Details

Exam	Institute	Board/University	Year of Study	Percentage
MBA (General - HR)	Distance Education	Madurai Kamraj University	2017-2019	65%
B. TECH IT	Noorul Islam University	Noorul Islam University	2009-2013	70%
HSC (12 th)	Sree Narayana Trust Central School, Kollam	CBSE	2007-2009	53%
SSC/SSLC (10 th)	Sree Narayana Trust Central School, Kollam	CBSE	2006-2007	73%

PERSONAL PROFILE

Date of Birth : 11 –10 – 1991
Gender : Male
Marital Status : Married
Nationality : Indian
Languages known : English, Malayalam.
Address : Kollam, Kerala, India-691021
Home contact number : +91-9847029233(India)

Declaration:

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Place: KOLLAM, KERALA

Date:

Aakash Chandran