



AJAS TH

India

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Cochin, Kerala

21-02-1993

male

PROFILE

A highly motivated and hard-working individual with 7+ years of extensive experience in Warehouse, logistics & export executions looking for a challenging role in a reputable organization to utilize my management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the market.

EDUCATION

M Com (Finance & Taxation) 2013 → 2015
MG University, Kottayam

B Com (Co-Operation) 2010 → 2013
MG University, Kottayam

Tally ERP 9 2015
CIIT, Aluva

TRAINING COURSES

Advanced Excel
Simplilearn Academy, Bangalore-2023

Logistics Management
Great Learning Academy, Bangalore-2023

Export Import Procedures
Kerala State Productivity Council, Cochin -2023

WORK EXPERIENCE

Abad Fisheries Pvt Ltd 12-2022 → present
Logistics Executive

Fair Exports India Pvt Ltd 08-2017 → 12-2022
Logistics Executive

INTERNSHIP PROGRAMMES

BPCL Cochin Refinery 2016-2017
Logistics Management & Timekeeping

The Federal Bank Ltd 2014-2016
Data Management System & Finance

PERSONAL SKILLS

- ✓ Used SAP software to coordinate and monitor outgoing and inbound deliveries. Drove warehouse productivity into maximum by implementing new more efficient procedures.
- ✓ Coordinating internal tasks related to accounts to ensure clients receive products and services
- ✓ Developed reports by compiling summaries for earnings, taxes, deductions, non-taxable wages, disability and leaves.
- ✓ Drafting the daily, weekly, monthly reports such as collection, receivable, outstanding, etc and forwarding it to the top management and other aspects to be presented at monthly board meetings.
- ✓ Calculated salaries, rate changes, retroactive adjustments, overtime, bonus, vacation etc using Ms Excel & SAP
- ✓ Overseeing pre as well as post shipment documentation like Commercial Invoicing, E-Invoice, E-Way Bill Preparation through SAP, Bill of lading/AWB/COO- draft approval. Regularization of Shipment documents etc.
- ✓ Organizing entire warehouse crew, providing instructions clearly and efficiently. Managed inventory, ensuring all required products and other items were in stock and rotated properly

SOFTWARE SKILLS

Microsoft Excel ■■■■■■

SAP ■■■■■■

Tally ERP 9 ■■■■■■

Microsoft Word ■■■■■■

LANGUAGES

Malayalam ★★★★★★

English ★★★★★☆

Hindi ★★★★★☆

Arabic ★★★★★☆

I solemnly declare that the information in this resume is true to the best of my knowledge and belief

You're sincerely

AJAS.T.H