



ANJANA DAS R

CONTACT

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Dubai, United Arab Emirates

Nationality : Indian
Gender : Female
Date of Birth : 06-03-1999
Marital Status : Single
Visa Status : Visit

PASSPORT NUMBER

Passport Number : B6407366
Date of Issue : 27/10/2023
Date of Expiry : 26/10/2033

DIGITAL SKILLS

- MS Office 360
- Basic Operation
- Internet & Email

CERTIFICATION

- Dangerous goods handling
- Air Cargo Operations
- Sea Cargo Operations
- SAP for Material Management

ACHIEVEMENTS

- Received appreciation e-mail from Mediterranean shipping companies' agency in USA.
- Junior Red cross society member.

ABOUT ME

Dedicated and accomplished Assistant Executive with cumulative experience of 1.5 years in the field of logistics management, possessing a PG diploma in the field, complemented by a strong educational background in B com Computer Application. Eager to secure an entry-level position in the realm of freight forwarding.

ACADEMIC CREDENTIALS

- PG DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT | 2022**
GIIMS Institute of Logistics and supply chain management
- B.COM COMPUTER APPLICATION | 2020**
Kerala University, Trivandrum
KVVS College of science and technology Adoor
- HIGHER SECONDARY | 2017**
Board of Higher secondary Examination Kerala
Gov. Higher Secondary School Vayala
- SSLC | 2015**
Board of Public Examination Kerala
GHS Nettayam

WORK EXPERIENCE

ASSISTANT EXECUTIVE | 05th Apr 2022 – 24th Aug 2023
(MSC) MEDITERRANEAN SHIPPING COMPANY, HYDERABAD

Duties and Responsibilities

- Strategized and managed the logistics of shipments for both VIP and non-VIP clients.
- Verifying transportation routes and assessing export cargo for compliance with country restrictions.
- Consistently adhere to both internal and external regulations, ensuring full compliance with government requirements, and promptly respond to emails.
- Meet KPI standards in accordance with the company procedure.
- Evaluated customer needs and delivered tailored logistics solutions.
- Maintain excellent working relationship with customers by effectively responding to enquires and complaints.
- Arranged and synchronized truck, maritime, and air transportation schedules to optimize efficiency and uphold a well-organized calendar.
- Fostered and developed relationships with both team members and suppliers.

PROJECTS

- Container shortage in India at the time of pandemic.
- Types of containers.
- Project in Milma - Kerala Co-operative Milk Marketing Federation

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness, and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

LANGUAGE KNOWN

- **READ:** Malayalam, English, Hindi
- **WRITE:** Malayalam, English, Hindi
- **SPEAK:** Malayalam, English

DECLARATION

I declare that all facts given above are genuine to the best of my knowledge and belief.