

## **CONTACT DETAILS**



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## **OBJECTIVE**

To pursue a challenging career,  
where I can apply my knowledge  
effectively to the organization, which  
will help me explore.

## **SKILLS**

- Time management
- Customer service
- System Analysis
- Management administration

# Adithyan c



## **PROFESSIONAL SUMMARY**

A highly motivated and detail oriented logistics student with a strong foundation in supply chain management, transportation and inventory control. Proficient in analyzing and optimizing logistics operations to improve efficiency and reduce costs. Experienced with software tools such as Excel, sap, and tally. Strong communication and problem solving skills, with the ability to collaborate effectively across teams and adapt to fast pace environments. Eager to apply academic knowledge in real world logistics scenarios to contribute to organizational success.

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## **EDUCATIONAL ATTAINMENT**

- **Tertiary Education**

Diploma in logistics and supply chain management 2024

Board Of Education: BSMT

- **Graduation level**

Bachelor of computer application ( BCA)  
Calicut university - 2024

- **Secondary Education**

Board Of Education: high secondary board, Kerala in 2021

- **Elementary school**

Board of Education: Kerala board of public education 2019

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## **TECHNICAL SKILLS**

- MS Office  
(Excel, Word, Powerpoint)
- SAP
- Tally

## **LANGUAGE**

- English
- Hindi
- Tamil
- Malayalam

## **PERSONAL STRENGTHS**

COMMUNICATION – Interpersonal skills – verbal, problem solving and listening skills in any administrative role  
SERVICE – Having a client focused approach skills patience, attentiveness, and a positive language. ORGANIZATION – Helping others, organizing to-do list, prioritizing tasks by the deadline for improving time- management  
MANAGEMENT – skills to direct others and review others performance

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## **PERSONAL DOSSIER**

- Gender: Male
- Date of Birth: September 20, 2003
- Nationality: Indian
- Religion: Hindu
- Marital Status: single
- **Passport No: X3521241**

Date of Issue: 07/03/2024

Date of Expiry: 06/03/2034