






+97158 856 9324 

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Abu Dhabi,UAE 

ANANTHU AYYAPPAN

Skills & Experience

- Interpersonal skills
- Analytical problem solving
- Strong Communication
- Accurate Reporting
- Customer Service
- Team Work
- Time Management
- Leadership
- Accuracy in Documentation

Technical Skills

- Advance MS Excel with power Query
- MS word
- Libre Office
- MS Power point
- ERP
- IBM SPSS
- MS office

Interest

- Reading fictions
- Cricket
- Traveling
- Cooking

Languages

- English
- Hindi
- Tamil
- Malayalam

Certification

- Introduction to SAP
- Procurement Management
- Basic sales order management in supply chain management

Personal Information:

- Visa status: Visit visa
- visa expiry : 12/03/2024
- Date of birth : 27/07/2000
- Nationality: Indian
- Marital Status: Single
- Driving License: Light MotorVehicle
- Driving License - Indian

Summary

As an accomplished individual with a background in international logistics and supply chain management, I am eager to pursue a fulfilling and challenging career as an Administrative professional with a growing organization. My goal is to utilize my skills and expertise to contribute to the success of the company.

Experience

Operation Assistant Intern-(1 month at Safexpress Pvt Ltd Coimbatore)

- Assisting the Manager with operational issues.
- Providing excellent customer service and maintaining relationships with vendors.
- Preparing and filing forms and other documents.

Assistant Team leader at Delhivery Pvt Ltd (6 month's)

- Complete knowledge about First mile logistics operations performed by the company
- Understand the Middle Mile operation of the Company
- performed the duties of Assistant Team lead in the Last mile Logistics of the Company
- Prepared day to day reports regarding the performance.
- Interacted with both Customers and Senior personnels.

Education

Master of Business Administration: Logistics and Supply chain management

Pondicherry University

2021 - 2023

B.COM Finance

Calicut University-St Mary's College

Year of completion

2018 - 2021

Academic Projects

- A Study on Impact of Musical Advertisement in the Purchasing Behavior among Youngsters. 2021
- A Study on organic product and customer satisfaction with special reference to Vanamoolika herbals.2023
- Study on warehouse and product safety at Safexpress Pvt Ltd Coimbatore.2023

Achivements

- NSS
- Certificate from Nestle for how to buil your personal brand with Nesternship
- Certificate for Completing Basics for sales order management in supply chain management - TCS
- Certificate for Completing Procurement Management
- Certificate for Completing Introduction to SAP
- Certificate of Achievement for Completing Advance Excel

Declaration

I hereby declare that the above-furnished details are true to the best of my knowledge.

Ananthu A