



JITHIN K

CONTACT DETAILS

Location:
AL KARAMA, DUBAI

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Notice Period:
Immediately

Visa Status:
Visit Visa

ACADEMIC CREDENTIALS

➤ **BBA PORT SHIPPING MANAGEMENT AND LOGISTICS**
Srinivas University
Duration: 2020 - 2024

➤ **HSS (2018 – 2020)**
SAPHSS, AGALPADY

➤ **SSLC**
SLVV, KASARAGOD

PERSONAL DETAILS

Date of Birth:
29-03-2002

Passport Details:
B8345622(Valid till Oct 2033)

Gender:
Male

Marital Status:
Single

Nationality:
INDIAN

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Malayalam
- Kannada
- Tamil

PROFESSIONAL SUMMARY/CAREER SUMMARY:

Recent graduate with internship experience in shipping and logistics, eager to launch a career in the industry. Equipped with hands-on knowledge in transportation operations and supply chain coordination, ready to contribute to a dynamic team. Motivated to optimize processes, ensure timely delivery, and drive efficiency while continuing to learn and grow within a supportive environment.

CAREER EXPERIENCE;

PORT OPERATIONS INTERN

01/2023 – 03/2023

MORMUGOA PORT AUTHORITY

GOA, INDIA

KEY RESPONSIBILITIES:

- COORDINATED SHIPPING AND LOGISTICS ACTIVITIES.
- MANAGED DAY-TO-DAY PORT OPERATIONS, INCLUDING SCHEDULING, CARGO HANDLING, AND MAINTENANCE.
- DEVELOPED AND ADMINISTER BILLING PROCEDURES FOR PORT SERVICES.
- ASSISTED IN HR FUNCTIONS SUCH AS RECRUITMENT, TRAINING, AND COMPLIANCE.
- DEVELOPED AND ADMINISTER BILLING PROCEDURES FOR PORT SERVICES.
- ASSISTED IN HR FUNCTIONS SUCH AS RECRUITMENT, TRAINING, AND COMPLIANCE.
- PROVIDED IT SUPPORT FOR PORT SYSTEMS AND SOFTWARE APPLICATIONS.
- WORK ACROSS DEPARTMENTS TO MAINTAIN AND UPGRADE INFRASTRUCTURE, ENSURE SAFETY, MANAGE FINANCES, MAINTAIN EQUIPMENT, OPTIMIZE TRAFFIC FLOW, AND SUPPORT GENERAL ADMINISTRATION.

PART TIME WORKER AT MAX.

2022

KEY RESPONSIBILITIES:

- PROVIDE EXCEPTIONAL CUSTOMER SERVICE BY ASSISTING CUSTOMERS WITH INQUIRES, LOCATING MERCHANDISE, AND OFFERING PRODUCT RECOMMENDATIONS.
- MAINTAIN A CLEAN AND ORGANIZED WORK ENVIRONMENT BY RESTOCKING SHELVES, ARRANGING DISPLAYS, AND ENSURING THE STORE’S AESTHETIC APPEAL.
- COLLABORATE WITH TEAM MEMBERS TO ACHIEVE SALES TARGETS AND MEET STORE OBJECTIVES.
- FOLLOW COMPANY POLICIES AND PROCEDURES REGARDING SAFETY, SECURITY, AND COMPLIANCE WITH REGULATIONS.

ACHIEVEMENTS

- PROFICIENCY AWARD AT SCHOOL LEVEL
- BEST INTERN OF THE BATCH

CORE COMPETENCES

- Project Management
- Time Management
- Team Lead
- Multi-Tasking
- Problem Solving
- Ability to prioritize works accordingly

SOFT SKILLS

- Solid works
- MS Excel
- Interpersonal skills
- Analytical skills
- MS Word
- Inventory Management

DECLARATION

I JITHIN K hereby declare the details furnished in the resume are true and correct to the best of my knowledge.