



VARUN B.R

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varunbrvarkala@gmail.com

Trivandrum, Kerala, India

EDUCATION

Post-Graduation Diploma (PG) in Logistics and Supply chain Management, Trivandrum, Kerala. (Year-2020-21)

Bachelors of Commerce (B.Com) Tax Procedure & Practise, Kerala University. (Year-2017-20)

I.T SKILLS

MS Office, Tally

SOFT SKILLS

Excellent communication (English)

Problem Solving

Team work

Adaptability

Work Ethic

ABOUT ME

I, Varun.B.R, a result oriented and process driven individual with Post Graduate Diploma in LOGISTICS AND SUPPLY CHAIN MANAGEMENT, Actively seeking challenging roles in the field of Logistics and Supply Chain Management to obtain a position in a reputed organization that will provide growth, stability and opportunity for advancement. To work in a competitive environment where I can learn new information to sharpen my knowledge and skills and contribute to the company's growth.

Able to effectively manage time essential for any job. Quick learner and a passion to constantly develop skills on new technology.

PROFESSIONAL EXPERIENCE

- Training attended for Port, Customs clearance, Forwarding formalities and Documentation.
- Special Training attended for UAE Shipping, freight forwarding procedures and familiar with EMIRSAL2 declaration process.
- To work in conjunction and coordination with seniors and follow all instructions related to maintaining of day-to-day Administrative & Functional affairs / interoffice correspondence / Contracts Documents / Sorting mail etc.

TRAINED IN :

- Warehouse and Inventory Management
- Purchasing and Procurement
- Supply Chain Management
- E. commerce and Retail Management
- Dangerous Goods Handling
- Air and Sea Transportation Management
- Shipping and Port Operations

HIGHLIGHTS

- Knowledge about Import/Export Foreign Trade Terms, INCO Terms.
- Prepare and follow up enquiries/quotations and documents of invoice, delivery notes.
- Knowledge about warehouse Operations, IN-OUT frequencies calculations.
- Have depth knowledge in MS Office, Word, Excel.
- Good communication in English, coordination and leadership skills.

EXPERIENCE

Worked as an accountant for 2 years in a Supermarket

PERSONAL INFORMATION

Father's Name: G.Rajeev Kumar

Mother's Name: Beena.S Brother's

Name: Rahul.B.R Date of Birth:

2April1999

Nationality: Indian

Martial Status: Single

Languages known: English, Malayalam,Tamil,Hindi

DECLARATION

I, the undersigned hereby declare that the above given information is true to the best of my knowledge.