



## VINAYA PP

### OBJECTIVE

To join an organization where my abilities are challenged, enhanced with afford chance to work towards achieving all organizational goals, to fulfill my duty with hard dedication, making use of my knowledge for betterment and growth of the prestigious organization boosting my career growth.

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THRISSUR DT, 680007 KERALA

 [vinayaprahaladan@gmail.com](mailto:vinayaprahaladan@gmail.com)

 <http://linkedin.com/in/vinaya-471758246>

### PASSPORT DETAILS ;

Passport NO : Y9559438  
Date Of Expiry : 24-09-2033

### PROFILE SKILLS

A Graduate in Bachelor of Science (B Sc. Mathematics) from Calicut University, India and have a Diploma in International Diploma in Logistics and Supply chain Management having following skills to contribute to any organization.

- Deliver my duties very sincerely and regularly in the interest of organization
- Optimize work processes to ensure high team performance.
- Strongly commercial with excellent communication and interpersonal skills.
- Having an enthusiasm towards learning new skills and methodologies.
- Adaptable to work in changing environment.
- Can handle multiple tasks effectively and very much flexible with time.

### EDUCATIONAL QUALIFICATIONS

**2021-2022 { 77% }**

- International Diploma in Logistics and Supply Chain Management , SLBS , Ernakulam , STEAD & FICS

**2018-2021 { 56.20% }**

- BSc. Mathematics , St. Marys College ,Thrissur , Calicut University

**2016-2018 { 72% }**

- Higher Secondary , Gov Model HSS Thrissur , Thrissur , State Board

**2015-2016 { 74% }**

- SSLC , Infant Jesus Girls High School , Thrissur , Kerala

### PROFESSIONAL WORK EXPERIENCE

- From 06/2023-Present : **Diamant Phoenix Pvt Ltd , Thrissur . A popular educational firm helps in abroad studies.**  
Position : **Office Administrator**
- From Nov 2021-Aug2022 : **Centreal Bazaar India Ltd , Ernakulam One of the leading supermarket chain in India**  
Position : **Warehouse Executive**
  - Associate with inventory management
  - Assisting all warehouse operations
  - Entering and reporting data's recordically

### INTERNSHIP

- From June2022-May2023: **Swif Worldwide Logistics WLL , Ernakulam One of the fastest growing logistics solution providers in the Middle East**  
Position : **Freight Operations • pricing desk**
  - Sea, Air & Land- Freight forwarding Service
  - Communicate and support with Sales to get clarification or provide notifications of the pricing decisions

## ACADEMIC PROJECTS

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- Inter classroom Training Project ,  
Project submitted based on the importance of multimodal transportation in International trade .
- Last year group project ,  
Application Of Portfolio Optimization: A Statistical Approach .

## COMPUTER PROFICIENCY

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- MS Office packages.
- Proficient in working with internet.
- Understand operating systems
- Manage software's easily

## ADDITIONAL CERTIFICATIONS

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- SAP Training
- Tally.ERP 9
- Cambridge English Training
- Sea Cargo Training
- MS office Training
- LaTeX Certification

## PERSONAL DETAILS

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Date of Birth : 09/04/1999  
Gender : Female  
Father's Name : Prahaladan  
Nationality : Indian  
Marital status : Single  
Languages Known : English, Malayalam, Hindi,Tamil

## REFERENCE

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- Mr. Aneesh Viswam  
Head of the Department  
School of logistics and business studies  
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aneeshviswPam@gmail.com

## DECLARATION

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I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility  
for the correctness of the above-mentioned particulars.

**Vinaya pp**