

CURRICULAM VITAE

ANEESH S NAIR



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Personal Information:

Date of Birth : 20/03/1986

Gender : Male

Nationality : Indian

Marital Status : Married

Visa Status : [Visit Visa](#)

Languages : [English](#), [Hindi](#),
[Malayalam](#), [Tamil](#)

PASSPORT DETAILS

Passport no: **U3365962**

Place of issue: Kerala, India

APPLIED POST Of LOGISTICS OPERATION AND BRANCH COORDINATOR

OBJECTIVE:

More than **14 years** of work experience in Logistics

ACADEMIC QUALIFICATIONS:

1. **Commerce Plus Two** - University of Kerala India
2. **Matriculation** - University of Kerala India

EMPLOYMENT HISTORY :

EMPLOYER 1: Blue Dart / DHL Express LTD

Designation: Senior Territory Service Representative

Period: June 2013 to March 2020

Designation: Logistics Operation and Branch Coordinator

Period: June 2006 to June 2013

Job responsibilities.

- Preparing & sending daily inventory reports to principles.
- Update shipment details
- Prepare shipping documentation for the customers.
- Ensure the packages met federal shipping guidelines.
- Preparing and arranging all necessary documents for Export and Import shipments including preparing bill of lading & Freight Manifest.
- Coordinate with shipping departments and other postal facilities.
- Prepare and arrange required documents and facilities for new branch.
- Good experience in managing bulk load without any pending issues.
- Maintain and update branch performance report and submit to higher level.
- Manpower handling and vendors work controlling and guiding

Core qualifications

- Safe handling of personal and business packages skill.
- Experience in using relevant software programs to track deliveries.
- Strong organizational skills especially in high pressure situations.
- Excellent customers service skills including the ability to resolve issues.
- Ability to manage the team.
- Good communication skills and handling customer escalations of both branches & delivery partners.
- Take disciplinary action against the employees who are violating the SOP of the company.