

SWARAJ UDAYAKUMAR M

+971544844296

ฒ Dubai ,UAE

ACADEMIC CREDENTIALS

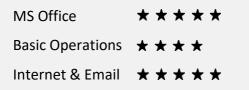
May COGISTICS & SUPPLY CHAIN MANAGEMENT - Chartered Institute of Logistics & Transport (CILT) Mar COHECT CONDARY - GHSS Madikai 1 Mar OSSLC - GHSS Madikai 1

CERTIFICATE COURSE

BBA (Capital University, Jharkhand)
PDIFAS (Professional Diploma in
Indian Foreign Accounting with
SAP-FICO | 30/04/2021

- G. Tech Computer Education
- (Tally, QB & MS Office)

COMPUTER PROFICIENCY



LANGUAGES KNOWN



PROFILE SUMMARY

Compassionate & dedicated professional has a certificate in Logistics & Supply Chain Management and a BBA degree, along with one year of experience as an Operation Executive. Possess a solid foundationin the concepts and practices of Logistics & Supply Chain Management and have honed their skills in operations management, logistics planning, and supply chain optimization. With excellent communication, interpersonal, and leadership skills, they thrive in a fast-paced and dynamic environment and are constantly looking for ways to improve and innovate processes to drive results.

KEY SKILLS

Team Work Wo	rk Ethic Strategic plan	ning Le	adership	
Organization skills	Time Management	Project ma	Project management	
Process improvement				

EMPLOYMENT CHRONICLE

OPERATION EXECUTIVE | 17 Jun 2022-30 Mar 2023

DTDC EXPRESS LTD

- Managed day-to-day operations, ensuring smooth and efficient business operations.
- Worked closely with the logistics team to plan and coordinate the movement of goods.
- Analyzed the supply chain process and identified areas for improvement in efficiency and cost reduction.
- Ensured a high level of customer service and met their needs in a timely and effective manner.
- Supervised a team of employees, providing training and support as needed.
- Prepared reports on key performance indicators (kpis) and analyzed data to identify trends and areas for improvement.
- Established and maintained relationships with suppliers, negotiated contracts, and ensured timely delivery of goods.
- Conducted market research and analyzed data to identify potential new business opportunities and ensure the business stayed competitive.
- Monitored inventory levels and ordered new stock as needed to avoid stock-outs or overstock situations.

INTERESTS







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REFERENCE

Available upon request

AREA OF EXPERTISE

- Destination knowledge and expertise
- Strong negotiation skills
- Event planning and management
- Customer service and hospitality
- Multitasking and prioritization
- Marketing and promotional skills
- Cultural awareness and sensitivity Project management and coordination
- Vendor management and negotiations
- Logistics and supply chain management
- Risk assessment and mitigation
- Excellent communication and interpersonal skills

PERSONAL DOSSIER

Gender : Male

Date of Birth : 01/08/1998

Nationality : Indian Marital Status : Single

Address : Kerala, India, Pin: 671531

Passport Number : M3061770 Visa status : Visit visa

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

SWARAJ UDAYAKUMAR M