



SWARAJ UDAYAKUMAR M

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Dubai ,UAE

ACADEMIC CREDENTIALS

- LOGISTICS & SUPPLY CHAIN MANAGEMENT**
 - Chartered Institute of Logistics & Transport (CILT)
- HIGHER SECONDARY**
 - GHSS Madikai 1
- SSLC**
 - 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

MS Office ★ ★ ★ ★ ★
Basic Operations ★ ★ ★ ★
Internet & Email ★ ★ ★ ★ ★

LANGUAGES KNOWN

English 100 %
Malayalam 100 %
Hindi 85 %
Tamil 85 %

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 foundation in 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

Work Ethic

Strategic planning

Leadership

Organization skills

Time Management

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


Songs


Drawing


Football

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