



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**
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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 & DMC. 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 & DMC Assistant | 17 Jun 2022-17 may 2023DTDC 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 (kips) 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