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## SOFTWARES KNOWN

- MS Office
- Knowledge in Windows
- Basic knowledge in Linux

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## EDUCATION

- MBA (Logistics and Supply Chain Management) - Vels University - 2018
- BBA Computer application - Bharathiar University - 2014

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## PERSONAL DETAILS

Date of Birth : 5 April 1993

Nationality : Indian

Fathers name : B. Jyothi Prakash

Passport No : M6558414

## SAI PRAKASH PJ

“To work in a challenging atmosphere by exhibiting my skills for the growth of your esteemed organization and render service.”

### STRENGTHS

- Responsible and reliable with management skills.
- Ability to manage multiple tasks and situations.
- Pro-active approach for future planning with positive attitude to achieve the best.
- Confidence in communication skills and to deal with clients.

### WORK EXPERIENCE

#### Logistics Executive

**Newage Software and Solutions, Bangalore (March 2019 – January 2020)**

- Creation of House Bill of Lading based on the shipping instructions for various customers.
- Customization of Bill of Lading as per customer request based on company SOP and various destination requirements.
- Tracking of vessels and Confirming On Board to customers.
- Email administration.
- Sending customs clearance/Import documents to various destination offices.

#### HR Executive

**Full Creative, Chennai (April 2018 – December 2018)**

- To check verification of employment eligibility and identity documents presented by employee.
- Getting required documents related to pay, rules and policies.
- Connect the new employee with key information and people within the organization.
- Enters the new hire information in the human resource system database.
- Dealing with day to day questions of the employees which includes pay rates, tax information and banking documents.

## **INTERNSHIPS**

### **TIME RICH SHIPPING COMPANIES PVT LTD**

#### **Customer satisfaction towards Freight Forwarding services in Time Rich Shipping Company Pvt Ltd**

- To identify the factors affecting smooth flow of export/import in Time Rich Shipping Company.
- To increase the shipment of the company.
- To reduce the damages of cargo and improve efficient utilization of man power.
- To improve the service and quality level of company.

### **SOLVE PLASTIC PRODUCT PVT LTD**

#### **Organizational study to understand various operations involved in BALCO industries.**

- To understand the various operations involved in the functioning of industries.
- To understand the functioning of the company in terms of the department created for carrying out their daily transaction and to know about pipe industries.

## **DECLARATION**

I hereby **declare** that the information furnished above is true to the best of my knowledge.

Place:

Date:

Signature of Applicant