

## CURRICULUM VITAE

### **BINU B V**

VEPPEL (H)  
BRAHMAMANGALAM P.O  
VAIKOM  
KOTTAYAM, KERALA – 686605

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#### **OBJECTIVE**

Seeking to obtain a responsible position in an organisation where my skills, knowledge and experience will be contributed towards the improvement of the company. My innovative ideas and active personality should assist me a lot in adding to the company's growth.

#### **ACADEMIC QUALIFICATIONS**

<b>Qualifications</b>	<b>Institute</b>	<b>Board</b>	<b>Year of passing</b>	<b>Percentage</b>
Advance Diploma in International Shipping & Logistics Management	London College of Business And Finance	CII and STED Council	2019	85
B Com	Devaswom Board College Keezhoor	M.G University	2018	65
Plus Two	St. Ignatius Hss Kanjiramattom	Kerala Board	2015	81
SSLC	VHSS&HSS Brahmamangalam	Kerala Board	2013	96

#### **PERSONAL SKILLS**

- Good communication skills
- Flexible
- Problem Solving
- Team Player
- Adoptability
- Organizing
- Customer management
- Hardworking

#### **TECHNICAL KNOWLEDGE**

Microsoft Office Applications (Word, Excel, Outlook, PowerPoint)

Tally ERP 9.0

Operating System - Windows

## CERTIFICATIONS

- Microsoft Excel specialist 2016 issue by Microsoft
- Logistics, Supply chain, Shipping and Export Import management issued by STED Council of India.

## PROFESSIONAL EXPERIENCE

1. Company: CM CGM

SSC Year: 2019 May –

2021 Jan Designation:

Executive Export

Documentation

### Job Description

- Creation of Bill of Lading
- Auditing the bill of Lading
- Preparing reports on Daily Basis
- Handling correction & Amendment request
- Providing customer support by solving queries.

2. Company: DHL Global forwarding

2021 Sep - Present

Designation: Associate

Quality Control Centre

### Job Description:

- Tracking Of Air and Ocean Export Import Shipments
- Preparation of Tracking Reports
- Invoicing

## LANGUAGES KNOWN

Language	Read	Write	Speak
English	Yes	Yes	Yes
Malayalam	Yes	Yes	Yes
Hindi	Yes	Yes	No
Tamil	Yes	Yes	Yes

## HOBBIES

Football, Swimming and Reading

## DECLARATION

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

Place:

Date:

Binu B V