



JUBY B ABRAHAM



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KANIYAMPARAMPIL
PANDANAD PO
CHENGANNUR
ALAPPUZHA KERALA
689506

SKILLS

- Self-confident in bringing creativity.
- Creative and flexible.
- Capable of working in multicultural Environment
- Hardworking.
- Good at finding easiness.
- Innovate, Service-focused
- Punctuality

LANGUAGES

ENGLISH

Working Proficiency

MALAYALAM

Native or Bilingual Proficiency

TAMIL

Working Proficiency

WORKEXPERIENCE

Logistics Coordinator / MIS Administration Dept.
ULTRATECHCEMENT LTD KOCHI

*01/2019-Present,
3 Years Experience*

Roles / Responsibilities

- Report making
- Purchase order creation.
- Follow-up in timely Office Duties.
- Coordination of logistics
- Allocate and manage staff resources according to changing needs.
- Truck documentation.
- Billing (ERP software).
- Dispatch controlling.
- Liaise and negotiate with customers and suppliers.
- Data Analysis & Handling.
- Preparation of e-waybill.
- Arranging transportation to customer.
- Motivate other members of the team.
- Plan vehicle routes.

Reference: JOSEPH PRAKASH (PLH) -PH: 9445395689

EDUCATION

PG Diploma in Logistics & Supply Chain Management (STED COUNCIL)
LAURUS INSTUTE OF LOGISTICS & SUPPLY CHAIN MANAGEMANT
2014-2017 *Pass*

Bachelor of Commerce: Computer Application (MG UNIVERSITY)
SERT IT OFCAMPUS CHENGANNUR
2014-2017 *Pass*

Higher Secondary (12th)-Board Of Higher Secondary Examination (KERALA)
GHSS BUDHANOOR
2012-2014, *Pass*

10th Board Examination (KERALA)
GHSS PANDANAD
2012 *Pass*

TECHNICALPROFILE

- **Operating system : Windows XP, Windows 7, Windows 10**
- **Knowledge in Tally ERP 9**
- **SAP:HANA ,6.0** •**Language : Microsoft Excel , Microsoft Word**

DECLARATION

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

JUBY B ABRAHAM