



# 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
- Preparation of e-waybill.
- Allocate and manage staff resources according to changing needs.
- Truck documentation.
- Arranging transportation to customer.
- Billing (ERP software).
- Motivate other members of the team.
- Dispatch controlling.
- Plan vehicle routes.
- Liaise and negotiate with customers and suppliers.

*Reference: JOSEPH PRAKASH (PLH) -PH: 9445395689*

## EDUCATION

**PG Diploma in Logistics & Supply Chain Management (STED COUNCIL)**  
LAURUS INSTITUTE OF LOGISTICS & SUPPLY CHAIN MANAGEMENT  
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*

**10<sup>th</sup> 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