

DILJITH PS

OPERATIONS EXECUTIVE

📍 PORKULAM HOUSE, PORKULAM P.O
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KERALA

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✉ diljithjithu66@gmail.com

Focused operations manager versed in contract negotiations and process improvement. Applies in-depth knowledge of industry trends and shifts to offer valuable insights on opportunities for new growth and business expansion.

EXPERIENCE

OPERATIONS EXECUTIVE – VRL LOGISTICS LTD

2018-2021

- Coordinating and monitoring supply chain operations.
- Utilize logistics IT to optimize procedures.
- Ensure premises, assets and communication ways are used effectively.
- Coordinate with other departments in the organization and provide relevant data.
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs.
- Direct and follow-up with incoming materials and outgoing finished products to ensure prompt delivery to customers.
- Responsible for planning and tracking the shipment of final products according to customer requirements.
- Monitor deliveries and ensure customer satisfaction.
- Responsible for maintaining accurate logs of all transportation and goods.
- Prepare emails and confidential correspondence as needed.
- Take responsibility for the success or failure of material shipping and delivery schedule.

EDUCATION

MBA- KRUPANIDHI SCHOOL OF MANAGEMENT- BANGALORE

Specialized in the field of Operations with Production and Marketing Management.

BBA- CHINMAYA MISSION COLLEGE- THRISSUR- KERALA

Specialized in the field of Finance.

KEY SKILLS

Microsoft Word	● ● ● ● ○
Microsoft Excel	● ● ● ○ ○
Microsoft Powerpoint	● ● ● ○ ○
Shipping Documentation	● ● ● ● ○

LANGUAGES

English	● ● ● ● ○
Hindi	● ● ● ○ ○
Tamil	● ● ● ○ ○
Kannada	● ● ○ ○ ○

INTERESTS

MUSICAL INSTRUMENTS	SWIMMING
FILMS AND PHOTOGRAPHY	TRAVELLING
MARTIAL ARTS	

ACHIEVEMENTS

- ❖ PARTICIPATED IN THE 'RSC' SWIMMING COACHING COURSE
- ❖ PRACTICAL TRAINING AT INDIAN MARTIAL ARTS OF ACADEMY
- ❖ CSS VOLUNTEER IN THE YEAR OF 2012-2015