



# AKHIL RAJ

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## Personal Information

Current location : UAE  
Nationality : INDIAN  
Visa status : VISIT VISA  
Expire on : 13/02/2022  
Passport number : M0938909  
Date of issue : 06/08/2014  
Date of expiry : 05/08/2024  
Date of birth : 13/09/1993  
Gender : MALE  
Marital status : SINGLE

## Areas of Expertise

- Customised costing ability
- Mathematical comprehension along with data analysis
- Customer service
- Pricing analysis & negotiation
- MS Office (Word, Excel)

## Linguistic Eblity

- English - Fluent
- Malayalam - Native
- Hindi /Tamil - Intermediate

## Certifications

- Customer care executive
- National Cadet Corps

## References

Available on Request

## Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

## Summary

**Motivated executive who is highly energetic, outgoing and detail-oriented. Handles multiple responsibilities simultaneously while providing exceptional customer service. Quickly learns and masters new concepts and skills. Passionate about ensuring customers leave business with a positive experience.**

## Education

<b>MBA - LOGISTICS &amp; SHIPPING</b>	<b>2016</b>
<b>DEGREE, B-COM (KERALA UNIVERSITY)</b>	<b>2014</b>
<b>PRE-DEGREE, 12<sup>TH</sup> - COMMERCE</b>	<b>2011</b>
<b>BOARD EXAM, 10<sup>TH</sup> - SSLC</b>	<b>2009</b>

## Professional Experience

❖ **COMPANY : STS INTERNATIONAL SHIPPING COMPANY, KERALA, INDIA**  
**POSITION : JUNIOR EXECUTIVE (20/12/2019 - 30/10/2021)**

- ASSISTED DOMESTIC LOGISTICS AND SHIPPING FROM DOOR TO DOOR
- KEEPING TRACK OF ALL CASH AND CREDIT TRANSACTIONS
- RESPONSIBLE FOR RECEIVING, TRACKING AND SENDING ORDER RELATED DETAILS TO CUSTOMERS
- VERIFYING PRODUCTS ARRIVAL & DESPATCH ON TIME AND TO THE RIGHT PERSON
- RESPONSIBLE TO COMPUTE THE FREIGHT TRANSPORTATION CHARGES FOR EACH SHIPMENT
- DISCUSSING AND NEGOTIATING SHIPPING RATES WITH LOGISTICS PARTNERS
- ASSISTED TO SETTING UP AND MAINTAINING SCHEDULES FOR INBOUND & OUTBOUND SHIPMENT AMONG PORT
- WORKING WITH OTHER DEPARTMENTS IN THE ORGANIZATION TO IMPLEMENT LOGISTICAL IMPROVEMENTS AND ENSURE TIMELY SHIPMENT OF CONTAINERS
- AS PER THE SCHEDULED APPOINTMENTS FROM CUSTOMERS, ARRANGING B2B MEETING WITH TOP LEVEL MANAGEMENT

❖ **COMPANY : STS TRAVELS & TOURS, KERALA, INDIA**  
**POSITION : TOUR OPERATION EXECUTIVE (15/07/2017 - 30/11/2019)**

- KEEPING TRACK OF ALL CASH AND CREDIT TRANSACTIONS
- PROVIDING CUSTOMISED PACKAGES TO CUSTOMERS
- PROPER COSTING TO EVERY PACKAGES
- PREPARING B2B PROMOTIONAL PACKAGES
- DEALS WITH B2B CLIENTS AGAINST INWARD & OUTWARD ENQUIRIES
- ARRANGING HOTEL RESERVATION ALONG WITH TRANSPORTATION
- MANAGING & MODIFYING TOUR PACKAGES
- PROPER FILE KEEPING AGAINST CONFIRMED PACKAGES / BUSINESS
- GUIDING AND ASSISTING GROUP TOURS
- HANDLING OF DIRECT WALKIN CUSTOMERS