

# DILJITH PS

## OPERATIONS EXECUTIVE



PORKULAM HOUSE, PORKULAM P.O  
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KERALA



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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	<div><div></div><div></div><div></div><div></div><div></div></div>
Microsoft Excel	<div><div></div><div></div><div></div><div></div><div></div></div>
Microsoft Powerpoint	<div><div></div><div></div><div></div><div></div><div></div></div>
Shipping Documentation	<div><div></div><div></div><div></div><div></div><div></div></div>

## LANGUAGES

English	<div><div></div><div></div><div></div><div></div><div></div></div>
Hindi	<div><div></div><div></div><div></div><div></div><div></div></div>
Tamil	<div><div></div><div></div><div></div><div></div><div></div></div>
Kannada	<div><div></div><div></div><div></div><div></div><div></div></div>

## 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