#

# MANJU

Mob No: 0543781038 Email Id:jmmanju22@gmail.com

EXECUTIVE PROFILE:

Young, energetic and highly talented professional with over 4 year of broad - based experience in FREIGHT FORWARDING AND SHIPPING INDUSTRY and 3 years experience in serving EXECUTIVE SERCREARY AND SALES COORDINATOR posts in leading companies in UAE. To work in a professional and challenging environment, where i can be an asset to the company as well as grow professionally within the organization.

PERSONAL & PROFESSIONAL STRENGTHS:

Possess a pleasing personality, excellent interpersonal and communication skills, disciplined and dedicated, hard working, result oriented, ability to work under pressure skills and the ability to work in a fast-faced, self-directed environment. And knowledge in every areas of freight forwarding and shipping fields.

Possess in-depth knowledge of Logistics, Shipping, Freight Forwarding, Import/ Export Documentation.

PERSONALITY

Highly articulate & confident, a strong practiced communicator who uses initiative, time management & confidence in a personal performance role and in team works, and establishes a stable relationship at all levels.

PROFESSIONAL EXPERIENCE:

***(1)SRI AYYAPA TRANSPORT***

JAN2009 TO MAR2011- TRANSPORTATION CO-ORDINATOR

***(2)CARAVEL LOGISTICS (ME) LLC***

MAY2011 to JUL2012 - CUSTOMER SERVICE & OPERATIONS

***(3)ALROBBAN SHIPPING AND FREIGHT SERVICES,***

AUG2012 TO JUNE2014-CUSTOMER SERVICE CO-ORDINATOR & SALES

***(3)POWERMAX TRADING LLC,***

OCT2014 TO OCT2016->SALES CO-ORDINATOR AND SECRETARIAL POST

(4)MV HOSPITAL FOR DIABETES(CHENNAI)-INDIAS FIRST DIABETES HOSPITAL

EXECUTIVE SECRETARY  CMD

DEC2018-NOV 2020->EXECUTIVE SECRETARY CMD

EDUCATIONAL QUALIFICATION:

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| INSTITUITION | DEGREE | SESSION | PERCENTAGE% |
| Sathyabama University | MCA | 2008-2011 | 81% |
|  KCS College of arts and science | BSc(Comp.Sci) | 2005-2008 | 65% |
|  R.P.C Matriculation Hr.  Sec. School | Higher Secondary Course (HSC) | March 2005 | 62% |
|  St.Pauls Mahajana Hr.  Sec. School | Secondary School Leaving Certificate (SSLC) | April 2003 | 65% |

Personal Details

Date of Birth : 15 Dec 1987

Gender : Female

Languages Known : English, Tamil, Malayalam

Marital Status : Married

Nationality : Indian

**Visa Status : Husband visa**

Typing Speed : 49-52/wpm

REFERENCES:

Can provide on request.

Declaration:

I hereby declare that the above mentioned information is true to my knowledge and

belief. (J.M.MANJU) 