



## NIKITHA CHANDRAN

### CONTACT

PHONE: +971 556767148

EMAIL: [nikithachandrans21@gmail.com](mailto:nikithachandrans21@gmail.com)

Date of Birth : 28/02/1993

Sex : Female

Nationality : Indian

Marital Status : Married

**Visa Status :** Spouse Visa

### ADDRESS

MUWAILEH, SHARJAH

### LANGUAGES SKILLS

To Speak, Read & Write

- ❖ Malayalam
- ❖ English

## PROFESSIONAL SYNOPSIS

An astute and result-oriented professional with over 3 years of experience in Logistics, Operations, and Customer Service. Demonstrated expertise in operations coordination, business development, and a proven track record of proficiency in computer skills. A highly effective communicator and collaborative team player, equipped with strong analytical, problem-solving, and relationship management abilities, consistently driving operational efficiency and customer satisfaction.

## PROFESSIONAL EXPERIENCE

### ➤ **FASTFIX TECHNICAL SERVICES LLC, DUBAI, UAE**

**Position: Receptionist cum Admin (Dec 2022 – Dec 2023)**

- Managed front desk operations, ensuring a welcoming and professional environment for all clients and visitors.
- Answered and directed phone calls, emails, and inquiries to appropriate departments.
- Assisted in daily administrative duties, including filing, data entry, and document management.
- Supported the logistics team in coordinating deliveries and tracking shipments.
- Processed invoices and maintained accurate records of financial transactions.
- Handled office supplies inventory and placed orders as needed.
- Ensured proper maintenance and cleanliness of the office area.

### ➤ **NEW INDIA ASSURANCE LIMITED, KERALA, INDIA**

**Position: Data Entry Operator (Jan 2015 – Dec 2015)**

- Entering customer and account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Processing insurance payments and refunds.
- Uploading completed insurance verification forms.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- Good communication & Written Skills.

### ➤ **OVERSAES ARABIAN SUPPLIERS, KERALA, INDIA**

**Position: Logistics Coordinator (July 2012 – Dec 2014)**

- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction
- Plan and track the shipment of final products according to customer requirements
- Keep logs and records of warehouse stock, executed orders etc.
- Prepare accurate reports for upper management

## **COMPUTER SKILLS**

- M.S Office (Word, Excel, Power point)
- Data Entry
- Adobe Photoshop
- Zoho (Book)

## **PASSPORT DETAILS**

- Passport Number: T5005203
- Date of Issue: 10.04.2019
- Date of Expiry: 09.04.2029

- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
- Coordinate and monitor supply chain operations
- Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and requirements

### **➤ CARGOMAR PVT. LTD, KERALA, INDIA**

**Position: Customer Service Executive (April 2011 – May 2012)**

- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- Coordinate and monitor supply chain operations
- Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and requirements
- Good communication & Written Skills.
- Tracking shipments and updates.
- Quoting customers and follow ups
- Validating and confirming all ocean/air shipment bookings
- Managing shipments from origin to destination to ensure customer satisfaction
- Building customer relationships and providing excellent customer service
- Use daily customer service report to make sure all release requirements have been met before containers arrive at the destination

## **PROFESSIONAL & ACADEMIC QUALIFICATION**

- **Bachelor of Business Administration**  
**Annamalai University**
- **Plus Two**
- **State Board of Examination, Kerala**

## **TECHNICAL QUALIFICATION**

- **Diploma in Logistics & Shipping**
- **Passed from Cargomar Educational Society**
- **Diploma in 2D & 3D Animation passed from Atlas Aims Media School**

## **DECLARATION**

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Date:  
Place:

**NIKITHA CHANDRAN**