

NEERAJ.T

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PROFESSIONAL SUMMARY

Motivated MBA graduate specializing in Operations and Marketing with a Bachelor's degree in Logistics and Supply Chain Management. Recognized for strong analytical skills, effective communication, and a passion for optimizing processes and driving team performance. Demonstrated hands-on experience in vendor assessment, market research, and organizational analysis. Eager to contribute to impactful initiatives and support a positive, productive workplace culture in an entry-level operations or supply chain role.

WORK EXPERIENCE

Chirackal Agro Mills (Periyar Rice) - Intern

Apr 2025 - May 2025

- Assisted in daily logistics operations including shipment scheduling, tracking, and follow ups with transporters
- Supported warehouse activities such as inventory checks, stock reconciliation, and order fulfillment
- Maintained accurate shipment records and delivery documentation
- Coordinated with suppliers and customers to ensure timely deliveries and resolve shipment delays
- Prepare reports on inventory movement, delivery status and material availability
- Oversaw warehouse functions such as receiving, picking, packing, dispatching and stock control
- Assisted in planning inbound and outbound logistics to reduce delays and improve turnaround time.

EDUCATION

Master of Business Administration

July 2023 - August 2025

Kannur University

- Specialization in Operations and Marketing

Bachelor of Commerce

July 2019 - October 2022

Bangalore North University

- Specialization in Logistics and Supply Chain Management
- Achieved 4th rank in university

CERTIFICATION

- Computerized Accounting (Tally Prime)
 - Advanced Diploma in Computer Applications
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KEY COMPETENCIES

Soft skill :Communication skills, Observation skills, Decision making, Multi-Tasking, Leadership and team collaboration, Time management, Problem solving skills, Analytical skills, Formal presentations, Strategic thinking, Project planning, execution skills & Customer relationship management, Documentation and reporting.

Technical skill :Microsoft office suite (Word, Power Point, Excel & Teams), E-mail writing.

LANGUAGE KNOWLEDGE

English, Hindi, Tamil, Malayalam

VISA STATUS

Visiting Visa (November 17-January 16)

REFERENCES

Anish Kumar K.P- Assistant professor, Kannur university (+91 8606546125)

ADDITIONAL INFORMATION

- Date of birth: 18/07/2001
- Nationality: Indian