



**DIVYALAKSHMI AM**

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## **PERSONAL SKILLS**

- Problem solving
- Time management
- Decision making

## **COMPUTER SKILL**

- Microsoft office

## **PERSONAL DETAILS**

Date of birth : 27/06/2002

Nationality : Indian

Marital status : Single

Gender : Female

## **LANGUAGES KNOWN**

- Malayalam
- English
- Tamil

## **ADDRESS**

Anchalassery House  
Eriyad P O  
Kodungallur,  
Thrissur, Kerala.  
Pin code : 680666

**To obtain a challenging role in supply chain management where I can utilize my skills to drive business growth and efficiency**

## **INTERNSHIP AND EXPERIENCE**

**PDS International Pvt. Ltd 18.01.2024**

Documentation executive cum Business development

- Building and maintaining relationships with MNC clients to identify business opportunities
- Coordinating business meetings and negotiations to drive revenue growth
- Generating leads and pursuing new business avenues
- Collaborating with overseas agents to facilitate freight forwarding and logistics solutions
- Preparing checklist and Bill filing

**AB Mauri India Pvt. Ltd**

**27.06.2023 – 27.09.2023**

Shipping and Logistics Trainee

- Post shipment and pre- shipment procedure
- Ensure and tracking of the movement of cargo
- Coordination with purchase planning and sales department

**Westside, Cochin**

**13.06.2022 – 20.05.2023**

Cashier cum Customer Service Executive

## **DOMAIN SKILLS**

- Commercial Shipping management
- Export – Import Documentation
- Supply Chain Management
- Warehouse Management

## **ACADEMIC QUALIFICATION**

- **Post Graduate Diploma in Logistics and Supply Chain Management**  
TransGlobe School of Logistics and Aviation Management approved by ATHE UK, STED Council, India and Logistics Sector Skill Council NSDC India–2023
- **Bachelor of Arts (History)**  
KKTU Government College, Pullut (2022)
- **Higher Secondary Education**  
Government Kerala Varma Higher Secondary School, Eriyad (2018)
- **Grade10**  
Government Kerala Varma Higher Secondary School (2017)

## **INDUSTRIAL VISITS**

- Kerala State Warehousing Corporation at Petta in Kochi
- CFS, Cochin Port, Willington Island, Kochi
- Food Corporation of India, Angamali, Kochi

## **PARTICIPATIONS**

- Served as a Volunteer in NSS Unit at Government Kerala Varma Higher Secondary School , Eriyad during the year 2017-19
- Attended 7 days nature camp at Azhikode Seethi Sahib Memorial Teacher Training Institute, Thrissur under NATIONAL SERVICE SCHEME