

PROFESSIONAL CERTIFICATE PROGRAM IN CARGO OPERATION (3 DAYS)

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PROGRAM CODE

CERTIFICATE PROGRAM IN CARGO OPERATION (3 WEEKS)



Introduction

Certificate programme on Cargo Operations is conceived to develop skills for performing basic entry level work in a Cargo operations which includes Booking, Delivery, Transshipment etc. The programme is designed in such a way that participant get exposed to practical aspects of various steps involved in entire Cargo operations and by end of the programme, participant can independently carryout operational work in a Cargo Organization / Company. This programme is aligned to National Occupational Standards (NOS) approved by Logistics Sector Skill Council (LSC) & National Skill Development Corporation (NSDC).

Venue: Bangalore / Delhi NCR	Industry: Cargo	Focus Area: Cargo Operations
Skill Areas <ul style="list-style-type: none">• Transport, Cargo and Logistic industry• Operations (booking, delivery, transshipment In & Out)• Material handling and material handling equipment• Communications skills, personality development• Health, Safety and Hygiene	Methodology <p>Combination of classroom and practical training. Class room training is practical oriented so that a participant gets hands on learning on different aspects of cargo operation.</p>	Outcome <ul style="list-style-type: none">• Knowledge about logistics and cargo industry.• Conceptual and practical understanding of different processes involved in cargo operations.• Hands on experience of managing cargo operations.• Filling up of different documents.• Basic office etiquettes and basic of communication with customer.• Inter personal relations.

Professional Certificate Program In Cargo Operation (3 Days)

Who Can Attend : Personnel managing cargo operations for more than 2 years

Course Duration : 3 Days Residential

Program Content:

- Introduction to logistics and cargo sector.
- Conceptual understanding of various processes involved in operations of cargo organization.
- Knowledge of different processes and steps involved in operations e.g. booking, handling, delivery, Hub operation, etc.
- Action to be taken in case of accident, fire, flood ,etc.
- Material handling equipment.

Certificate Program In Cargo Operation (3 Weeks)

Who Can Attend : Fresher or new employee less than 6 months

Course Duration : 3 Weeks Residential (80% practical training)

Program Content :

- Introduction to logistics cargo sector.
- Conceptual understanding of various processes involved in operations of cargo organization.
- Knowledge of different processes and steps involved in operations e.g. booking, delivery, unclaimed goods, transshipment, etc.
- Precautions and actions to be taken in case of fire, accidents, flood, etc.
- Material handling equipment.
- Business etiquettes, customer relationship.
- Presentation and communication skills.