

CERTIFICATION IN LOGISTICS COURSE OF DOCUMENTATION ASSISTANT (LSC/Q1122)

Industry overview

The logistics and warehousing industry in India is a thriving one, valued at INR 550 billion and experiencing an upward growth trajectory. In terms of revenue, this industry is set to expand at CAGR of 7.5% between 2015 and 2024 and by volume, at a CAGR of 6% between 2016 and 2024.. Going forward, with the emergence of evolving technologies, demand sophistication as well as advanced business models, the logistics industry is set to grow stronger. Haryana's enjoys a locational advantage, characterized by its geographical confluence with economic corridors (DMIC, AKIC, Eastern peripheral corridor) Special Economic Zones (7 in no.) , investment regions and big ticket infrastructure projects with both, the eastern and the western freight corridors and several industrial corridor passing through the state. The state has over 60% of its area under Delhi-Mumbai Industrial Corridor (DMIC) covering major districts such as Faridabad, Palwal, Rewari, Hisar, Sonapat, Manesar, Gurugram and sizeable confluence of Amritsar-Kolkata Industrial Corridor (AKIC); resulting in increasing demand for advanced logistics mainly container traffic, bulk and break-bulk cargo.

About the program

Documentation Assistants are also known as transportation assistants. Individuals in this role are responsible for carrying out the paperwork required for dispatching outbound trucks and checking the documents while receiving inbound trucks so that they comply with business and legal requirements. The Program includes preparing for processing documents, Obtaining all the necessary information, Preparing computer and get required stationery. The Program also includes preparing documents for outbound consignments and receiving and verifying documents for inbound consignments documentation of inbound and outbound consignments. The Program includes Resolving documentation issues, Updating details in the system and report to management and Logging off computer and clean-up workspace. The Program also includes Maintaining health, safety and security measures during all activities. The Program also provides completing post documentation activities. Further, the Program also includes maintaining health and safety measures during documentation. This program is designed for NSQF Level 4.

Course Duration

300 – 340 hrs based on OJT and other Soft Skills

Who should attend it?

Minimum qualification –
Diploma or Class Xth

Career Opportunities

After the completion of the course he may get a job as Documentation Assistant /transportation assistant in Warehouses, Shipping companies, Staffing companies, export houses and etc. Individuals in this role are responsible for carrying out the paperwork required for dispatching outbound trucks and checking the documents while receiving inbound trucks so that they comply with business and legal requirements.

