**PROFESSIONAL SYNOPSIS**

Highly talented Executive in Supply Chain Management Professional with over 10 years experience of which work in a competitive and challenging environment utilizing analytical business skills and Functional skills and to contribute the best of my abilities towards the growth and development of a progressive company. To handle complex tasks that fuels my growth professionally as well as personally and creates a niche for myself in the business world.

**CAREER PROFILE**

Nokia-Techmart, UAE September 25, 2007 – till date

Logistics Co-ordinator

# ROLES AND RESPONSIBILITIES:-

* Coordinate and execute the preparation of shipping documents (Packing List, Commercial Invoice, Delivery Advice, HS Codes, Dispatch Report, Transfer of Ownership, Loading Plan, Certificate of Origin, Delivery Order, Entry/Exit Pass) for every product shipments every day.
* Ensure to process orders and on-time delivery by network of courier companies and warehouses.
* Tracking daily operating conditions i.e. damaged goods/sales returns, daily production, external warehouse loads, segregation and re-packing in coordination with production supervisor.
* Responsible for minimizing companywide logistics costs while maintaining required levels of internal and external customer service/satisfaction in addition to developing and implementing strategic plans to continually drive costs out of the logistics network.
* Directs and develop operations work flows, processes and job responsibilities within the warehouse and retail delivery environments to ensure effective management of the receipt, storage, picking, packing, loading and distribution of products to customers
* Follow up on receiving discrepancies, damaged goods, damage claims, and returns-to-vendor and to ensure accuracy of inventory.
* Running daily operations, logistics, customer service
* Selection of shipping agents & forwarders at different destinations for SEA, AIR & LAND shipments.
* Being a frontline contact point for all issues related to implementation Operations
* Loading as per the written instructions of sales force and market demand
* Tracking full goods movement and implement the damaged good tracking
* Resolve operational problem in consultation, discussion with DGM. Determine changes required in work procedures necessary to improve logistics operations
* Review job orders to determine work priorities
* Arranging Inspection with Bureau Veritas & TUV
* Negotiation with shipping companies, Airlines & overseas agents

COMPANY NAME : SALYA LLC, CITY

DURATION : FROM APRIL 2007 TO JUNE 2007

DESIGATION : ACCOUNTS OFFICER

* Maintains accounting records by making copies; filing documents
* Assisting Senior Accountant.
* Payment to creditors & suppliers, follow up for payment & invoicing for clients
* Prepare and reconcile bank statements
* Maintain the purchase order system
* Maintain the computerized accounting system

COMPANY NAME : PRATISTHA SILKS PVT. LTD, BANGLORE-INDIA

DURATION : FROM APRIL 2003 TO FEBRUARY 2007

DESIGATION : ACCOUNTS OFFICER

* Assisting Senior Accountant in day-to-day transactions, preparation of purchase orders, sales invoices, bills, cash handling, banking activities, reports etc.
* Managing document flow, keeping track, and maintaining filling up to date.
* Preparing salary sheets and maintains petty cash.
* Communicate with staff/members/customers regarding invoicing and payment of

invoices.

* assist with preparation and coordination of the audit process
* assist with implementing and maintaining internal financial controls and procedures
* Handles all client calls related to invoices.
* Correctly determines and enters distribution information for each invoice.
* Developing relationships with staff and clients and assisting in maintaining positive customer relations with clients including providing problem resolution.

# Academic Qualifications:

* Bachelor of Commerce from University of Kerala
* Diploma in Computerised financial accounting.
* Diploma in Typing (50 w.p.m)

**PERSONAL PROFILE**

Date of Birth : 06th May 1982

Marital Status : Married

Religion : Islam

Nationality : Indian

Languages Known : Hindi, English, Malayalam and Tamil



**Gulfjobseeker.com CV No:** **1462740**