**PROFESSIONAL** **SUMMARY**

Highly focused and reliable Entry Level Logistics Management expert with a strong customer service record and business logistics knowledge base. Adept at handling multiple simultaneous logistical projects with complete efficiency accuracy and professionalism. Exceptional ability to work independently with a little to no supervision or as a part of business logistics team

**SKILLS**

|  |  |  |
| --- | --- | --- |
| • Attention to detail | • Results-oriented |  • Proactive |
| • Customer service-oriented | • Deadline-driven |  • Shipment issues resolution |
| • Self-management | • Relationships development |  • Creative problem-solving |
|  |  |

**EXPERIENCE**

**Oct 2015 to Present Logistics Assistant.**

 **Gulf Lights Electrical Engineering -** Doha, Qatar.

* Managed shipment schedules to maximize productivity and cut costs.
* Reviewed new customer orders and requests and manually entered data into a centralized database ERP.
* Determined the most cost-effective procedures and routes for shipments.
* Took corrective action in the case of accidents and delays to minimize extra expenses.
* Manually created shipments, assigned carriers and dispatched shipments.
* Minimized damage and repair costs through careful management and preventative maintenance.
* Coordinated rush orders and order changes.
* Monitored shipments to guarantee on-time delivery.
* Prioritized order security, accuracy and on-time pickup and delivery
* Resolved problems for customers, warehouses and carriers.

**May to Oct 2015** **Export-import Trainee.**

 **Vitane Pharmaceuticals Pvt Ltd-**Mumbai, Maharashtra

* Prepared shipping documents and submitted to various banks, agencies and Custom House agents.
* Managing completion of export orders, Shipment planning, coordination with production for timely delivery to customer.
* Negotiated contracts with outside providers to minimize costs to the company and customers.
* Prepared invoices for all customers in the logistics department at the end of every month.
* Acted as a liaison between logistics, carriers and customers.

**Mar 2013 to Oct 2014 Financial Analyst**

 **Eclerx Services Ltd-**Mumbai, Maharashtra

* Worked as an executive for a leading Investment Bank; Sound communication with the Brokers, Traders and onshore to resolve daily escalations.
* Functioned with a team that handles pre/post settlement support, inter system reconciliation and reference data management
* Processed payments, provided ancillary services to settlement group in onshore in case of any discrepancies tracking income received and wired.
* Produced monthly reports using advanced Excel spreadsheet functions.

**EDUCATION**

**2012 Bachelor of Commerce.**

 **University of Mumbai -** Mumbai, Maharashtra, India.

**CERTIFICATIONS**

 **Certificate course in Export Import Management,**

 Mumbai, Maharashtra, India.

**PERSONAL INFORMATION**

 **Nationality** Indian

 **Marital Status** Single

 **Languages Known** English, Hindi, Marathi & Malayalam.