

Vinu

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**PROFESSIONAL SUMMARY**

* Excellent working knowledge of logistic operations like Customs Procedure, Distribution, Transportation, Warehousing and Import-Export.
* Expertise in handling all import and export shipment, rates negotiation and customer complaints.
* Proven ability to provide quality account management; proficient in creating computer generated presentations and international correspondences.
* Innovative, enthusiastic, analytical, result and detailed oriented marketing professional with demonstrated success in optimizing sales targets.
* Ability to interact with customers across cultures to establish strong business alliances on the foundation of trust, competence and integrity.



**PROFESSIONAL EXPERIENCE**



**TRANSGUARD VALUABLE — EMIRATES GROUP, DUBAI,**

**Feb 2010 TO Nov 2015**

**LOGISTICS COODINATOR**

**Period: June 2014 – Nov 2015**

**Responsibilities**

Ensure effective and timely implementation of all Logistics related daily operational goals inclusive of Shipping functions and Inventory Management.

* Head team to develop, articulate and maintain company SOP in day to day operations.
* Lead training and motivate the dispatch team and form a channel between operations and dispatch team.
* Manages office functions to support the Sales Manager and Operations manager
* Monitoring the Job through its finalization and customer invoicing.
* Meticulously plan and coordinate detailed tasks within quality standards, established deadlines, and budgetary requirements.
* Identify enhancement opportunities and suggest solutions for improvement to top management.
* Inventory Management of stocks and conducting audit monthly and preparing Audit report for Management.
* Following up the document submission to customs as well as claim releasing-both deposit / Non-Remittance.
* Executing MAWB AND HAWB for export shipments.
* Processing all types of Customs bill of entry in E-mirsal II for clearance of sea/Land cargo. processing Exit/entry, Claim Submission

**OPERATIONS EXECUTIVE**

**Period: Feb 2010 – June 2014**

**Responsibilities**

* Administration of cargo operations under Import & Export.
* Coordination with Dnata for DO, processing Bill of Entry from Mirsal-II & overall Logistics supervision.
* Conducting Customs inspection for shipments under Temporary, TIB, FZ out/in & Transit.
* Negotiating rates with Airline and doing the booking and giving shipping instructions to the back office.
* Providing services knowledge to the customers in an efficient way.
* Sending pre-alert as well as correspondence with overseas agents for smooth Export/Import operation.
* Attend sales enquiries of clients and agents
* Other Administrative related works as directed
* Experience with ERP systems (preferably SAP)

**ALL BOUND GLOBAL FREIGHT**

LOGISTICS INCHARGE

**Period: Jan 2016 to Dec 2016**

**Responsibilities**

* Arrangement the proper storage of goods and warehouse organisation.
* Understand and know the products (specifications, usage and purpose) Record and control all stock movements.
* Organize, participate and manage quality inspection of incoming goods Identify and report stock discrepancies, faulty /damaged/expired products.
* Follow justified customer complains.
* Organize material transportation and reception (Gate pass, Freight forwarders, GRN etc).
* Handle all material custom/tax clearances with authorities & suppliers.
* Dully Control incoming documents from customers/suppliers (Signatures, stamps).
* Control stock ledger, stock balance and stock reordering by analyzing the movement.
* Generate Item code and update prices in ERP.
  + Provide product technical support to sales persons and office coordinator.
* Collaborate and communicate efficiency with team members and all staff.



**Skills and Strengths**

**Computer skills:**

MS Office Applications (Word, Excel, Outlook and PowerPoint)

**Personal Strengths:**

* Strong interpersonal and problem solving skills.
* Proven leadership and mentoring ability
* Strong process related understanding and implementation.
* Possess strong written and oral communication skills.
* Ability to handle multiple tasks and meet deadlines.
* Ability to take initiatives and work under minimal supervision.
* Positive attitude with excellent time management skills.



**Academic Profile**

* BACHELOR OF COMMERCE (2009)

ALAGAPPA UNIVERSITY

**Trainings**

* Basic Airline Security & DGR Awareness Course
* Cargo Security
* Logistics Management

**Personal Information**

Date of Birth: Nov. 18, 1986

Marital Status: Single

Linguistic: English, Hindi, and Malayalam

Nationality: Indian

Visa Status: VISIT VISA

**Licence details**

U A E Driving License: Light Vehicle