CURRICULUM VITAE

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TIBIN

Email ID: [tibin-394793@gulfjobseeker.com](mailto:tibin-394793@gulfjobseeker.com)

**PERSONAL PROFILE**

Dynamic Logistics Coordinator with a drive for tackling goals and achieving success. Bringing forth the ability to lead and collaborate, with a substantial knowledge about supply chains and logistics networks. Committed to optimizing and coordinating processes, and experienced in troubleshooting and overcoming challenges.

**CAREER OBJECTIVE**

To build a long - term career in Logistics, Shipping, Administration, Coordination and Operations that offers professional growth and continuous learning opportunities.

**SKILLS**

* Multitasking
* Administrative and Clerical Skills
* Employee Communication and Management
* Leadership Skills
* Knowledge of Warehouse and Transportation Operations
* Coordination Skills

**EDUCATIONAL QUALIFICATION**

Course B-Tech (Electronics and Communication Engineering)

Institution Techno Global University, India

Year of passing June 2014

**WORK EXPERIENCE**

December 2016- Till Date

Designation: **Manager**

**Responsibilities**

* + Manage the Inbound shipments and follow up with Clearing & forwarding agents to receive the shipment in Warehouse
  + Manage the stock movements through Warehouse Management Systems
  + Monthly Stock Audit in co-ordination with Finance team
  + Stock reconciliation and Stock report at the end of every month
  + Ensure safety of warehouse, handling all the vendors associated with operations
  + Maintain accuracy and integrity of all logistic information
  + Coordinate with the Credit Team on billing and payment collections from customers
  + Perform and verify customs documentations for Exports, Transfer of Ownerships & Imports shipments
  + Coordinate & Arrange transportation for shipments to destinations
  + Full coordination with Sales Team/Warehouse team for smooth execution of shipments
  + Conduct monthly or on-demand stock take-offs to maintain accurate inventory level

January 2015 to November 2016 **(Dubai International Airports Expansion Projects in U.A.E)**

**Designation: Jn.Electrical Engineer \_CUM\_ LogisticsMaterial Controller**

**Responsibilities:**

* Installation and Modification of Electrical Equipments
* Planning and controlling of material movements for work
* Planning and control for Baggage Handling System in Dubai international airport
* Work planning and coordination of works and workers
* Scheduling day today works

July 2014 to December 2014

**Designation:Project Coordinator**

**Responsibilities:**

* Work planning and coordination of works and workers
* Scheduling works and meeting the customer schedules
* Updating work records as per company rules
* Responsible and Full in charge of work

**IT SKILLS**

* Diploma in Computer Basics
* MS Office Word
* MS Office PowerPoint
* Excel

**PERSONAL PARTICULARS**

Date of Birth : 07-03-1992

Nationality : Indian

Gender : Male

Languages Known : English, Hindi, Malayalam& Tamil

**DECLARATION**

I hereby declare that the details furnished above are true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

TIBIN