**SUNNY**

[**SUNNY.132291@2freemail.com**](mailto:SUNNY.132291@2freemail.com) 

# CARRER STATEMENT

* Seeking a challenging organization with goal to achieve success and to enhance my skills.
* To endeavor success to the best interest of organization’s goals.

# LOGISTICS AND DISTRIBUTION

# CAREER SUMMARY

A Logistics coordinator with overall 5+ years of progressive experience in leading the self-motivated and resourceful logistics operations, contributing in various other key roles such as Planning, Distribution and Coordinating with clients.

**CORE COMPETENCIES**

Client Service

Customer Oriented

Strategic Vision/ Decision-making Strategic Planning & Operations Cost-effective Leadership

Service Delivery Planning Planning & Execution

Team work, Responsibility

Trustworthiness and Ethics

Problem solving

Customer Relationship Result Oriented

An achiever with the strong outlook towards customer development, drafting and executing plans with 100% compliance to standards, and managing client requirements with high priority.



**Receptionist**

**In charge**

**Incharge Incharge Executive**

**Travel Desk**

**Coordinator**

**Customer Service in Logistics centre**

**Better Growth and**

**Future**

**NATIONAL CATERING CO LLC MANIPAL TECHNOLOGIES LTD CWT-SML LOGISTICS LLC**

**PROFESSIONAL EXPERIENCE**

**CWT-SML LOGISTICS LLC**

**DUBAI, UAE**

CUSTOMER SERVICE CO-ORDINATOR IN LOGISTICS SEP 2011 – PRESENT

**Job Description:**

* Responsible for planning and scheduling the timely movement of inbound and outbound materials
* Follow up for shipment readiness from warehouse and ensure materials dispatch to customer within the time lead.
* Taking perpetual inventory & monthly inventory.
* Manage VAS activity as per customer requirement and also follow up for readiness
* Monitored and supervised complete incoming and outgoing activities (receipt and dispatch of goods related) to inventory and warehouse stock control.
* Proactive identification of potential issues in documents that will have risk on shipment clearance.
* Communicate with customers proactively in case documents will arrive late to negotiate solutions to clear prior to documents arrival.
* Maintaining accurate Inventory in warehouse and preparing monthly reports like KPI , stock reports. Update database and other reporting tools to maintain visibility of shipment status.
* Preparing Daily, weekly and monthly report for outbound and inbound shipment status available stock status and sent to client.
* Preparing documents through SAP like generating invoice , packing list, HS code and DG shipments packing as per the instructions received.
* Rectify problems such as damages, shortages and non-conformance to specifications and give the report to customer. Reconciliation of Stocks. Goods receipt preparation from the outside materials.
* Timely follow up on shipments to ensure on-time deliveries to satisfy the customers and avoid out of stock situations.
* First point of customer contact for general inquiries, like product availability, shipment schedule Manage and schedule drivers and their deliveries according to priority
* Monitoring deliveries, ensuring customer satisfaction and maintaining accurate logs of all transportation and goods.
* Maintain communication with warehouse staff to ensure proper working order. Providing the customers with all the details regarding the dispatch of goods like airway bill and POD once the shipment is picked from warehouse.
* Participate in regular stock checking and location checks in order to reduce stock errors and improve warehouse efficiencies
* Coordinate with suppliers and forwarders regarding the shipping requirements and releasing the shipments. Ensure timely closure and submission of job file to finance for billing
* Performing the task of receiving, sorting, logging and distributing all incoming shipments

# MANIPAL TECHNOLOGIES LTD INDIA

**TRAVEL DESK- COORDINATOR SEP 2010 – AUG 2011**

**Job Description:**

* Handled Domestic and International Travelling Ticket bookings
* Hotel /Guest House Bookings, Foreign Exchange currencies
* Customer approach and provide ultimate service at the earliest
* Responsible for developing travel plans for the customers as per their requirements
* Maintain a database of the customers inquiring or using company provided services., UAE

# NATIONAL CATERING COMPANY LLC ABUDHABI, UAE

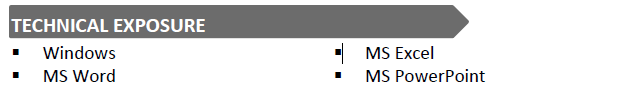
**RECEPTIONIST INCHARGE AUG 2009 – JUN 2010**

**Job Description:**

* Received and assisted clients and escorted them to correct destinations; offices, rooms or meeting rooms.
* Process all guest check-ins by confirming reservations, assigning room, and issuing and activating room key
* Performed general secretarial duties, including – meeting scheduling, appointment set up, faxing and mailing.
* Follow all company safety and security policies and procedures; report accidents, injuries, and unsafe work conditions to manager
* Accepted letters and packages delivered to the front desk and distributed to appropriate staff.
* Handled delicate situations, such as – customer requests, special needs and complaints.
* Coordinated maintenance of the front desk reception area equipment, furniture, lighting, applications and brochures.
* Maintained a neat, tidy and pleasant appearance of the reception area.
* Maintaining camp occupancy reports submit the Meals request report on daily basis.

**Education Qualification**

* Bachelor of Business Management (BBM) from Mangalore University, Karnataka, India.
* Pre-University in commerce from Mangalore University, Karnataka, India.





* I hereby declare that above mentioned information is true and correct to the best of my knowledge.
* I am available at your convenience for an in-person or phone interview, and I look forward to hearing

from you soon.