

# JITHESH MP

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## Summary

A versatile, focused, and motivated individual –having a great vision of success is to rise above the competition in every way.

Started working from 2014 as sales Delivery and dispatch coordinator, expert in block factory logistic and operations and managing- Organize transportation activities, including co-coordinating with customers and sales team also managing information accrued from point of origin to delivery, orchestrating transportation movements, and arranging for services as necessary. Coordinate and track movement of goods through logistic pathways. Processes orders and oversees cycle of order fulfillment.

Responsible for making sure supplies, stock, materials, delivery system efficiently and safely. Include organizing and monitoring delivery activities and distribution of blocks. The goal is to manage the entire order cycle “LPO-SALES ORDER-DELIVERY NOTE-INVOICE” so as to enhance business development and ensure sustainability and customer satisfaction Possess a long track record of ensuring that the day-to-day operations of a business run smoothly and comfortable with working through others to achieve results, and is someone who will bring fresh ideas and a great deal of talent to your company. Ability to direct others, make timely decision and ensure that processes run at maximum efficiency. All of these are traits that will ensure to play a key role in your future success.

A detail-oriented, well organized and resourceful team player Proficient with Microsoft Office, Excel, and ERP systems and Oracle and Fusion.

- Good knowledge in diverse technologies, as I have been handling business relationships in a healthy way of approach.
- An effective communicator with excellent relationship building & interpersonal skills. Possess a flexible & detail oriented attitude and team planner.
- Scheduling the Delivery and dispatch with Clients and follow up for feedback & Follow up to the customers/suppliers on time.

Talented Operations coordinator bringing strong background in block industry, proven expertise in receiving and shipping management .Keeps files current, organized and accurate with strong attention to detail. Organized and attentive Warehouse Coordinator successful at staying ahead of fast-paced demands by effectively coordinating documentation, inventories and team schedules. Efficient in ordering new product and reporting on important trends. Manages high workload successfully by employing excellent multitasking and prioritization skills professional offering **9+ years of experience managing shipping, receiving and inventory operations.**

Excellent record of success in inventory audits and product staging. Dedicated to accurate record-keeping, work site safety and timely issue resolution. Productive stock management professional with strong background ensuring proper and timely shelving of cement products, raw materials and finished products

## Academic

- BE computer science engineering course completed -2009-2013 from Akshaya College of engineering and technology under Anna University Chennai.
- XII th Computer –Science in Govt. Vocational higher secondary school Kerala state board 2007-2009.

## Skills

- Strong decision maker
- Complex problem solver
- Overseeing all supply chain operations.
- Organizing and managing inventory, storage, and transportation-Handling Drivers.
- Reviewing, LPO–DELIVERY NOTES preparation and collecting documenting submitting to accounts.
- Ensuring the safe and timely pick-up and delivery of shipments.
- Continually seeking improvement
- Calm under pressure
- Effective problem-solving skill.
- Technical skills
- Communication skills
- Team working skills.
- Creative and Logic
- Innovative
- Service-focused
- Monitoring shipments, costs, timelines, and productivity.
- Addressing and resolving shipment and inventory issues.
- Answering customer queries.
- Ability to see the big picture
- Adaptability
- Taking care of customer needs.
- Management of complaint rectification of customer.
- IT numerical skills
- Problem solving

## Languages

- English
- Hindi
- Malayalam
- Tamil
- Urdu
- Telugu
- Kannada
- Arabic

## **Work Experiences**

### **Bucomac Industries Ltd LLC**

**January 2021 – present**

#### **Logistics Officer -Store-Dispatch-Sales Coordinator-Dubai-Abu Dhabi-Sharjah-Hamariya(4-plant)**

- Work with accounting and management staff to build operational stability Work with proprietary software to ensure validity of logistics database and reporting. An effective communicator with excellent relationship
- Building , Possess a flexible & detail oriented attitude and team planner.
- Scheduling theDelivery and dispatch with Clients and follow up for feedback& Follow up to the customers/suppliers on time.
- Updating dispatch registers with all the details of dispatches in manual register and in ERP/Oracle
- Interaction with Dubai Municipality and related departments for certification and arrange inspection, etc.
- Communicate with drivers and site project managers-engineers in timely getting details of POD (Proof of Delivery) and updating the same in -Manual register and in ERP/Oracle.
- After the receipt of the Delivery Order, checking the Job order /Sales order whether the PO is available for Invoicing.
- Coordinate with maintenance inform to the management to provide technical and engineering supportutilizing internal staff and outside resources.
- Arranging dispatches for all approved & authorize invoices
- Oversee logistics operations for distribution and transportation of blocks -Prepare Delivery Note and Invoice-checking with all supporting documents LPO, Service report and other required documents.
- Sending hard copies and soft copies of delivery note attached with LPO copy to customers with supporting documents and tracking of all dispatches to -Make sure for timely delivery.
- Resubmission of invoices with all supporting documents as and when required.
- Coordination with all divisions to collect the required documents to attach the invoices.
- Upload the invoices in customer's portal whenever it demands.
- Coordinate with Sales Manager-operation manager &Sales Executives/ Sales team and get delivery Orders to prepare Invoice.
- On Receipt of the Delivery Order from the Respective Yards the same are acknowledged to the respective in-charges, Weekly sending Pending Invoice list to the Management.
- Sending reports of Deliver Order Pending for Invoicing to the Salesman/Execution and Sales Manager
- Communicate with consignees and customers to ensure executive and timeliness -
- Manage the planning and deployment of maintenance, repair and alteration of dispatch and transportation.

# **Mohamed AlNaseri Concrete Production & Block Factory LLC**

**February 2017 – October 2019**

## **Logistics-Procurement/Operations-Dubai-Municipality-Transport Coordinator**

- Oversee logistics operations for distribution and transportation of blocks -Prepare Delivery Note and Invoice-checking with all supporting documents LPO, Service report and other required documents.
- Sending hard copies and soft copies of delivery note attached with LPO copy to customers with supporting documents and tracking of all dispatches to -Make sure for timely delivery.
- Resubmission of invoices with all supporting documents as and when required.
- Coordination with all divisions to collect the required documents to attach the invoices.
- Upload the invoices in customer's portal whenever it demands.
- Coordinate with Sales Manager-operation manager &Sales Executives/ Sales team and get delivery Orders to prepare Invoice.
- On Receipt of the Delivery Order from the Respective Yards the same are acknowledged to the respective in-charges, Weekly sending Pending Invoice list to the Management.
- Sending reports of Deliver Order Pending for Invoicing to the Salesman/Execution and Sales Manager
- Communicate with consignees and customers to ensure executive and timeliness -
- Manage the planning and deployment of maintenance, repair and alteration of dispatch and transportation.
- Industrious and dedicated with talents in management and sales coordination
- Communicate any delays due to weather or other emergencies to the appropriate party to maintain client satisfaction rating of above 90 percent.
- Resolve issues related to customer warehouses and related carriers.
- Complete and oversee traffic and registration documents so transportation issues are reduced
- Acting team lead
- Liaise with all department heads for the smooth running of operations.
- Procure all kind of material (General stores items, spares and Lube oils) from suppliers after receiving approved purchase requisition from Department Heads.
- Negotiate with suppliers for good price and process LPO to the suppliers after internal approval.
- Interacting with clients, getting the requirements from the client & Client interaction -Managing - Client Relations & Collect the original invoice & delivery note from the suppliers and process forward to accounts department.
- Oversaw the scheduling for 50 trips- transportation of material on a day-to-day basis.
- Created shipment assignments for carriers based on client timelines

## **Logistics Coordinator & Duties and Responsibilities**

- **Distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.**
- **Communicate with various departments sales, accounts, dispatch and drivers material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising**
- **Management on needed actions.**
- **Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.**
- **Controls inventory levels by conducting physical counts; reconciling with data storage system.**
- **Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.**
- **Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.**
- **Maintains warehouse staff by recruiting, selecting, orienting, and training employees.**
- **Maintains warehouse staff job results by coaching, and disciplining employees; planning, monitoring, and appraising job results.**
- **Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.**
- **Analyze business and logistic processes and identify areas for procedural improvement and cost savings.**
- **Managed rush orders and order changes on a daily basis so client objectives could be met.**
- **Monitored shipments to ensure they remained on track to be delivered on time and at the right location.**
- **Finished any necessary custom documents to prevent time-sensitive shipments from getting delayed.**
- **Develop and implement new policies and procedures and quality processes for expansion in all areas of the Business.**
- **Coordinate quality assurance operations to ensure effective manufacturing quality and inspection**
- **Procedures are executed.**
- **Oversee of production, file preparation, document categorization, file quality control and digital scanning.**
- **Collaborate with Operations department to support new product development, sustain engineering projects, and manage quality control programs.**
- **Create strategies and plans for product approvals including inspections.**
- **Expertise in the areas of sourcing, Negotiation, Convincing, Screening and Scheduling.**
- **A detail-oriented, well organized and resourceful team player Proficient with Microsoft Office, Excel, ClawsMail**

# **Thermo Block Gulf Factories. LLC**

**June 2014 – 2015 august**

## **Sales Assistant & Dispatch & Production Coordinator**

- Devise ways to optimize inventory control procedures
- Inspect the levels of business supplies and raw material to identify shortages
- Ensure product stock is adequate for all distribution channels and can cover direct demand from customers
- Record daily deliveries and shipments to reconcile inventory
- Industrious and dedicated with talents in management and sales coordination
- Communicate any delays due to weather or other emergencies to the appropriate party to maintain client satisfaction rating of above 90 percent.
- Resolve issues related to customer warehouses and related carriers.
- Complete and oversee traffic and registration documents so transportation issues are reduced
- Acting team lead
- Liaise with all department heads for the smooth running of operations.
- Procure all kind of material (General stores items, spares and Lube oils) from suppliers after receiving approved purchase requisition from Department Heads.
- Coordinate with subordinates/Dispatch team to get quantity of items and order for the same if there is any shortage.

### **Awards & co-curricular activities**

- College third rank holder during 2year BE CSE BATCH 2009-2011
- Won “Best Player ” in college & TAMILNADU INTERCOLLEGE ENGINEERING SPORTS
- Paper presented on a NATIONAL CONFERENCE based on “AD-HOC NETWORKING AND MOBILE TECHNOLOGY”
- **Student Chairman of COMPUTER SCIENCE ASSOCIATION in college**

### **Declaration**

- I do hereby declare that the particulars of information and facts stated herein above are true, Correct and complete to the best of my knowledge and belief.

PLACE: Abu Dhabhi

DATE: 24/07/2023