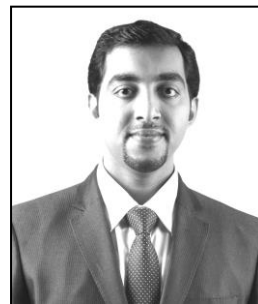


THOMAS PAINUMMOOTTIL

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Mob :- 00971 50 2545257



OBJECTIVE

Seeking a profound and a challenging career in an organization that is expanding in all its ventures and that would utilize my technical & my subject knowledge and provide an environment conducive to enhance my knowledge and skills.

SELF PROFILE

A self-motivating, Enthusiastic person with the will to learn on my own and put the acquired knowledge to practical use. Able to work smartly and under pressure in order to meet the workforce needs of the industry and strengthen the community at large.

CAREER SUMMARY

Logistics & Supply chain professional with 11 years of experience in Logistics, Warehousing & Distribution Management. Have in-depth knowledge of Logistics, warehousing & Customer Service. Work force on leadership experience across a scope of logistics functions including import & export operations procedures, warehousing, customer service, forecasting, transportation, distribution & inventory management. Expertise in Trade Finance matters (Documentation for Import & Exports). Ability to function in a quick-paced & self-directed environment to see deadlines and create strong sustainable results. Looking for an Executive position in the field of supply chain Management, where I can contribute my extensive experience and skills to secure the line exceeds expectations for superior client service, maximum revenue generation, and high agent productivity.

- Sales / Marketing Management
- Supervision & Training
- Retail Sales / Supply Chain Management
- Customer Service & Quality Assurance
- Market Expansion / Promotions
- Strategic Sales & Market Planning
- Vendor / Public Relations
- Market Expansion/Promotion
- Import / Export Management
- Resource Management / Logistics

STRENGTHS

Interacting with people, Ability to work under pressure, Capable to work in a team, Leadership quality, Enthusiastic, Good Photography and Graphic Designing skill...

EXPERIENCE

2020 Feb – Till Date: - M&M Militzer and Muench LLC.

Senior Operation Coordinator

- Handling Air and Sea Freight Forwarding.
- Preparing all types of Declaration in Dubai Trade and Preparing AWB through the Calogi website.
- Proficient in Dubai Ports & Customs documentation, Food control procedures with Municipality, Chamber Of commerce procedures, duty exemption procedures & documentation with Ministry of Finance & Industry, etc.
- Strong analysis, Planning, organization and consensus-building abilities with effective problem resolution, negotiation and relationship management that produce variable results.
- Team Leadership & Staff Supervision, Transport scheduling & Stock / Cost control.
- To take care of the Import & Export Logistics, Re-ordering, Order processing, Documentation, Inventory, Warehousing, Transportation & Distribution.
- Coordinating with Customers.
- Organize the clearance of goods (Air and Sea imports), follow up and make sure the goods are delivered on time after fulfilling the customs documentations and formalities.
- Negotiating with freight forwarders & shipping lines for getting competitive Air / Ocean freight rates, over land and local Transportation for all the exports & Imports orders direct, third party and cross trade shipments, Arranging Insurance cover (globally & individual shipments) for both Exports & Import shipments, etc.
- Coordinating with all required freight carriers including negotiating prices & conditions regularly for the benefits of the company.
- Arrange pre-shipment inspections as per country regulations through different agencies.
- Follow-up for B/L, AWB with shipping line, forwarder & transporter.
- Arrange final shipping information to customer for each shipment.
- Managing supplier delivery performance and maintain supplier contracts.
- Track & follow-up for timely receipt of cargo at destination.
- Handling IT and Accounts Department.

2010–2020: - Marakesh Express Cargo L.L.C, Dubai.

Operation Manager / Operation Supervisor / Logistics Coordinator

2009–2010:-R. M. Group of Companies, Bangalore.

Group Manager (Bangalore).

2007–2009:- M G Electricals, Bangalore.

Office Administration Manager

2006–2007:-Société Générale Global Solution Centre Pvt. Ltd. Bangalore, India.

Process Executive in IT Center.

LEADERSHIP

- Active Team Leader,
- Quality Analyzer & Coordinator.

TECHNICAL SKILLS

Windows & MAC OS, Photoshop CC, M.S Office 2016, Dubai Trade, Calogi, Dubai Chamber etc....

EDUCATIONAL QUALIFICATION

- Pursuing MBA (*Operations*) from Madras University, India.
- GNIIT from NIIT, Richmond Road Centre, Bangalore, India.
- B.Com from Mahatma Gandhi University, Kottayam, India.
- Certification in Tally ERP.

PERSONAL

Date of Birth : 03-10-1984
Nationality : Indian.
Passport No. : M7256202.
Marital Status : Married
Driving license : Holding a valid UAE Driving License
Language Known : English, Hindi, Malayalam, Tamil, Kannada.

REFERENCE

Will be providing upon request.

REGARDS

I hereby declare that the above-mentioned information is true to the best of my knowledge & belief.

Place: Dubai.

Date :

[Thomas Painummoottil]