

## LOGISTICS COORDINATOR



Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits



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Sharjah

### LANGUAGES KNOWN

English ● ● ● ● ●

Arabic ● ● ● ● ●

Hindi ● ● ● ● ●

Tamil ● ● ● ● ●

Malayalam ● ● ● ● ●

## SHAJI PUTHUPARAMBIL UMMAR

### EXPERIENCE

#### LOGISTICS COORDINATOR

(2007 - 2018)

*Salam Saeed Hassan Transport, RAK, UAE*

- Overseeing all supply chain operations.
- Organizing and managing inventory, storage, and transportation.
- Analyzing and optimizing logistical procedures.
- Reviewing, preparing, and routing purchase orders.
- Ensuring the safe and timely pick-up and delivery of shipments.
- Monitoring shipments, costs, timelines, and productivity.
- Addressing and resolving shipment and inventory issues.
- Liaising and negotiating with suppliers and retailers.
- Answering customer queries

#### STORE KEEPER

(2005 – 2007)

*Saudi paper manufacturing company, Riyadh, Saudi Arabia.*

- Keep a record of sales and restock the store accordingly.
- Manage and train store staff.
- Plan promotional campaigns for new products or specials.
- Ensure that the store is kept clean and organized.
- Mediate any confrontations between staff and clients and de-escalate the situation.
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses

## SUMMARY OF SKILLS

- Quick Learner
- Team Player
- Organized multitasker
- Can work efficiently under pressure
- Mail Management
- Report Development
- Well versed with different office software for Customer Relationship Management database, time management, and spreadsheets.

## AREA OF INTEREST

- Logistic coordinator
- Administration
- Sales and marketing

## PERSONAL DETAILS

**Date of Birth** : 25<sup>th</sup> May 1974

**Nationality** : Indian

**Passport No** : P4079260

**Marital Status:** Married

## EDUCATION

- **Pre degree [1990-1992]** from Yuvadeepthi college Kurishumood, Changanacherry,
- **SSLC** from JMHSS School, Vakathanam, Kottayam, Kerala, India

## IT SKILLS

Microsoft  
Office

Windows 7,8,10

## DECLARATION

I hereby declare that the above furnished information is true to the best of my knowledge

**SHAJI PUTHUPARAMBIL UMMAR**