

ARUN. J



Technical Skills :

- ✓ MS Office (excel, word, outlook, powerpoint)
- ✓ Dubai Trade Portal
- ✓ Control App Tool
- ✓ JAFZA operations

Professional Skills:

- ✓ Time management
- ✓ Interpersonal skills
- ✓ Multitasking
- ✓ Team management

Linguistic Ability:

- ✓ English - Write/Speak
- ✓ Tamil - Write/speak
- ✓ Telugu - Speak
- ✓ Kannada - Speak
- ✓ Hindi - Speak

Personal Details

Father name : N. Jayabal
Date of birth : 02-03-1990
Nationality : Indian
Marital status : Single

Education:

- ✓ Diploma in Electronics and communication engineering

Mobile: 0551974123/ 0545865528
India Num : +91- 9659920009
Email ID : j.arungowtham@gmail.com
Passport # : M5008963

In quest of challenging role in the domain of logistics and transportation industry, logistics coordinator, logistics operations, transport coordinator and supply chain.

CAREER SYNOPSIS:

Organization	Designation	Duration	Location
Agility Integrated Logistics	Logistics Operations Coordinator	Nov'17 - Till Date	UAE
Cushman & Wakefield	Transport Coordinator	Dec'15 - Apr'17	India
Day N Day Services	Transport Coordinator	Jun'12 - Nov'15	India
Reebok Retail India Ltd	Store In-charge	Jun'11 - Jun'12	India

Company : **Agility Integrated Logistics**

Designation: Logistics Operations Coordinator

Roles and Responsibilities:

- Ensure Seamless day to day operations of Local & Cross-border distribution
- Regular interaction with warehouse for Inbound & outbound activities
- Handling petty cash and timely reporting of same
- Accurate tracking of driver's over-time hours
- Monitoring inventory reports as per defined frequency
- Ensuring HSE & quality standards are maintained at across each operations.
- Vehicle maintenance standards are ensured by checking records.
- Coordinating with Air & Sea freight team for Inbound

Billing:

- Billing report preparation for all local shipments within UAE
- Invoice of cross-border shipments will be verified and sent to Finance

Customer Service:

- Inform customers on shipment dispatch & arrival timing
- Proactive information on shipments delays to customers
- Resolve each complaint from customers sensitively
- Escalations are close looped to ensure customer satisfaction
- Highlight issues to respective higher authorities

Company Name:- Cushman & Wakefield & Day N Day Services (P) Ltd

Designation:- Transport Coordinator

Roles and Responsibilities:

- Vendor management
- Coordinating with vendor team for timely arrival and departure of vehicles.
- Vehicle compliance management
- Petty cash handling
- Monitoring daily performance of vendor team
- Training sessions for drivers and vendor coordinators
- Statutory compliance management
- Daily operation and Maintenance function
- Resolving employees escalations
- Sharing reports to the management on daily basis
- MIS and invoicing

Vendor Management:

- Ensuring Service level agreement is met on daily basis
- Complaints management of transport service across Client site
- Ensure compliance of vendor KPI's
- Monitoring/validation of vendor reports

Compliance Management:

- Ensuring vendor agreement and license renewal
- Vehicle and drivers document renewal
- Ensuring HSE and Quality standards are maintained across each operation
- Ensuring vehicle maintenance checks are in place and maintenance is being tracked

Customer Service:

- Ensure that staffs work towards the customer delight at all times.
- To have a very pleasing and approachable personality and disposition on ground.

- Finding ways to personalize service and meet with the customers unexpressed needs.
- To address customer grievances within 24hrs
- Keep the escalation queries highlighted and followed till customer satisfied.

Billing & Data Management:

- Hunting of false billing
- Management of billing as per MSA(Management service agreement)
- Reports to management on vendor performance
- Co-ordination with finance team for billing deductions
- All vital reports related to billing and finance

Company Name:- **Reebok Retail India Ltd**

Designation:- Store In-charge

Sales Productivity:

- Implementation of Category initiatives according to the season and analyzing the results.
- Implementing best practices of up selling and cross selling.
- To motivate staff & managers and maintain morale.

Visual Merchandising:

- Planning layouts depending on new lines and seasons.
- Theme wise or collections wise display ensured.
- Determine fast and slow moving items and derive upon a plan of action.

Stock Management & Reports:

- Maintaining Never out of stock for high throughput.
- Raising the request well in advance to receive the stock earliest.

PROFESSIONAL QUALIFICATION:

Qualification	Year	University/college
Diploma in Electronics and communication engineering.	2009-2011	Sankara Polytechnic College, Coimbatore
SSLC	2006-2007	Sri K Rangaswamy Naidu Hr.Sec.School

Declaration:

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

Date:

Place: Dubai, UAE

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