



JAMES KUTTY MARTIN

Bin Huraiz 2, 101, Al Nahda 2, Dubai UAE 500001

EDUCATION

2017 – 2021 – Masters of Business Administration- Girne American University, Cyprus

2012 – 2016 – Bachelor of Commerce - Christ College, Irinjalakkuda Kerala

2010 – 2012 – Higher Secondary Education - St. Thomas HSS (State Board)

2010 Secondary School Certificate - St. Thomas HSS (State Board)

ADDITIONAL QUALIFICATION

2015 - 2016 – Advanced Diploma in Supply Chain Logistics & Shipping Management from Zabeel International Institute of Management & Technology..

PROFESSIONAL EXPERIENCE

Eliff Business Corporation LTD (Northern Cyprus, Turkey)

Logistics Administrator

02/2018 – 08/2021

Coordinating transportation providers to ensure prompt and proper movement of shipments.

Reviewing purchase orders and shipping documents to ensure accuracy.

Making special shipping arrangements as necessary.

Tracking and fixing shipping errors.

Preparing bills and invoices.

Managing distribution and shipment budgets.

Ensuring that the quality of all services provided meets the required standards.

Developing processes that make the supply chain more efficient and organized.

ST. CLARET ENTERPRISES (Bangalore, India) - Logistics Executive cum Inventory Controller

01/2016 – 09/2017

Logistics Executive Responsibilities

Provide relevant data and analysis to the operations team throughout the supply chain

Responsibility for the success or failure of material shipping and delivery schedule

Responsible for troubleshooting any concern related to international freight transportation

Follow-up with incoming materials and outgoing finished products.

Responsible for planning and tracking the shipment of final products according to customer requirements

Inventory Controller Responsibilities

Maintains logs of all products and supplies and checks actual store inventory against computerized records.

Reports any discrepancies in inventory records to procurement manager.

Files all delivery and inventory receipts using inventory software to keep track of orders, returns, and supply.

Writes up inventory reports detailing any overstock or missing items.

Presents inventory reports at store meetings.

JOB OBJECTIVE

Accomplished Logistics Professional offering valuable experience that includes the coordination, transportation, and delivery of goods. Offer expertise in key tasks such as organizing the safe and efficient storage and distribution of goods, and to ensure that orders are satisfied correctly. Exemplary record of ensuring stock is maintained and moved efficiently while providing great customer service.

KEY SKILLS

- Logistics Management
- Warehouse Management
- Supply Chain Management
- Inventory Control
- Transportation
- Microsoft Office Applications
- Operation Analysis
- Leadership & Mentoring
- Team Player

CONTACT

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LINKEDIN PROFILE

[Linkedin.com/in/james-kutty-martin-110204226](https://www.linkedin.com/in/james-kutty-martin-110204226)

PERSONAL INFORMATION

Date of birth 03/05/1995

Citizenship Indian

Marital Status Married

Languages known: English, Malayalam, Hindi, Turkish

PASSPORT DETAILS

Passport Number : U7482271

Passport issue Date: 31/12/2021

Passport Expiry date: 30/12/2031

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