



CONTACT



Dubai, U. A. E



+971-50 964 5611



shanushani789@gmail.com

SKILLS

- Order processing
- Inventory management
- Excel proficiency
- Logistics management
- Microsoft Dynamics
- Transportation management
- Export documentation
- Route system development
- SAP
- Delivery coordination
- Continuous process improvement
- Returns management
- Supply chain management
- Coordination
- Routing

LANGUAGES

English

Fluent

Arabic

Fluent

Hindi

Advanced

SHANAVAS.K

PROFESSIONAL SUMMARY

Energetic employee well-versed in strong communication and organisation skills. Seeks solutions to problems and applies extensive analytical knowledge to findings. Adept at multi-tasking, leading group discussions and managing projects.

WORK HISTORY

Logistics coordinator

01/2007 - Current

KERALA ROAD WAYS PARCEL SERVICE (KRS) - KERALA, INDIA

- Worked with warehouse teams to plan and execute efficient storage strategies.
- Prepared logistics documentation, including shipping manifests and customs clearance forms.
- Completed shipment documentation to company standards.
- Liaised with customers and other departments to plan timely transportation of goods.
- Planned logistics across international boundaries to reliably meet delivery requirements.
- Oversaw recording and timely dispatch of loads.
- Coordinated dispatching of transport vehicles distributing goods across
- Generated logistics reports for analysis and decision-making.
- Monitored orders, identifying and communicating status or delays to internal and external stakeholders.
- Communicated with carriers, shipping lines and external haulage contractors.
- Reviewed logistics procedures to identify opportunities for improvement.
- Received incoming goods and organized pallets to optimize warehouse space.
- Optimised vehicle utilisation and cost-effectiveness in line with company targets.
- Reviewed purchasing, storage and distribution practices in line of industry advancements.

Accountant

10/2020 - 09/2021

Fathimma Murad Trading Company - Dubai, UNITED ARAB EMIRATES

- Generated invoices based on established accounts receivable schedules and terms.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Organised and carried out month-end, quarterly and year-end processes.
- Managed financial updates, watch lists and insurance files.
- Trained new employees on accounting principles and company procedures.
- Advised management on financial details related to business operations, inventory levels and budgets.
- Resolved invoice coding and tracked recurring expenses for accrual entry.
- Compiled financial data for business forecasting and budgeting.
- Prepared detailed models, reports and charts highlighting complex financial information.

IT TOOLS & TECHNOLOGIES

- 1. Microsoft office
- 2. Use of point of sales softwares.
- 3. Use of logistics management softwares.

PERSONAL DETAILS :-

Name :- SHANAVAS. K
Date of birth :- 30/05/1977
Marital status :- Married
Citizen :- Indian
Gender :- Male
Passport :- S0234924
Date of issue :- 19/03/2018
Date of expiry :- 18/03/2028
Visa Type :- Visit visa till 27th
Nov,2023
Place of Issue :- Kozhikode

- Analysed budgets and financial projections for accurate reporting of company performance.
- Conducted regular reviews and official audits to validate recordkeeping and controls.
- Followed up with customers to collect specific financial information and verify details for preparation of [Type] forms.

Cashier 12/2002 - 01/2007
Saud abdul al balooshi Supermarket - Barka, Sultanate of Oman

- Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout.
- Completed opening and closing procedures each day.
- Greeted customers entering store and responded promptly to customer needs.
- Counted change correctly and issued customer receipts.
- Helped meet business needs by working extra shifts.
- Used cash registers and POS systems to request and record customer orders and compute transactions.
- Processed sales, exchange and refund transactions efficiently to reduce customer waiting times.
- Delivered outstanding customer care with proactive sales and listening skills.

EDUC ATION

High School Diploma: SENIOR HIGHER SECONDADY SCHOOL , 03/1993 - 03/1995
GVHSS VALACNCHERY - INDIA

DECLARATION :-

Finally affirming that the particulars furnished above by me is true. I promise to remain.

Shanavas. K
Dubai