



Ali Akbar

Nationality: Indian **Date of birth:** 27/05/1999 **Gender:** Male

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Home: (United Arab Emirates)

ABOUT ME

Detail-oriented Logistics Professional with over 2 years of experience in **supply chain management, inventory control, transportation planning, and process optimization**. Skilled in **document control, record-keeping, compliance management, and data accuracy** to ensure smooth operational workflows. Proven expertise in improving warehouse efficiency, optimizing route planning, and reducing delivery times while maintaining precise documentation. Strong problem-solving skills with a track record of reducing operational costs and ensuring compliance with **regulatory, safety, and documentation standards**. Experienced in **risk assessment, workplace safety protocols, and document compliance management** to meet health and safety regulations in logistics operations. Seeking to leverage expertise in **logistics and documentation management** in a dynamic organization.

WORK EXPERIENCE

Logistics Coordinator

Rosmerta Safety Systems Pvt LTD [03/2023 – 01/2025]

City: Ernakulam | Country: India

- Managed logistics operations with a focus on accurate tracking, reporting, and documentation to ensure smooth supply chain processes.
- Reduced delivery times by 15% through optimized route planning, scheduling, and maintaining precise transport records.
- Implemented cost control measures, reducing transportation expenses by 10% while maintaining proper financial documentation and variance reports.
- Developed key supplier relationships, improving on-time deliveries by 25% and maintaining accurate supplier records for compliance.
- Conducted safety inspections of transportation equipment, ensuring compliance with regulatory standards and maintaining inspection reports.
- Assisted in implementing and maintaining health and safety procedures, ensuring proper documentation and compliance tracking to minimize workplace risks.
- Led a cross-functional team, increasing warehouse efficiency by 20%, while ensuring proper documentation of workflows, audits, and process improvements.
- Managed document control processes, ensuring accurate record-keeping, version control, and compliance with industry standards.

MIS Officer

Rosmerta Safety Systems Pvt LTD [10/2021 – 02/2023]

City: Ernakulam | Country: India

- Developed logistics performance reports and dashboards, improving data accuracy for decision-making.
- Automated data and document processing workflows, reducing manual workload by 40% and improving efficiency.
- Managed cost analysis, variance reports, and document tracking to ensure budget alignment and compliance.
- Trained employees on MIS tools, document management systems (DMS), and data organization best practices.

Admission Officer

Edroots International [06/2020 – 09/2021]

City: Ernakulam | Country: India

- Spearheaded admission processes, increasing student enrollments by 30%.
- Conducted market research to optimize recruitment strategies.
- Implemented an application tracking system, improving processing efficiency.

EDUCATION AND TRAINING

International General Certificate in Occupational Health and Safety

NEBOSH [01/2024]

Country: India | Level in EQF: EQF level 3

Professional Diploma in Shipping & Logistics

Centre for Continuing Education Kerala [2021 – 2022]

Country: India

B.Sc Electronics

Mahatma Gandhi University [2017 – 2020]

Country: India

COMMUNICATION AND INTERPERSONAL SKILLS

Interpersonal skill

- Inventory & Warehouse Management
- Logistics Coordination
- Route Optimization
- Supplier & Vendor Management
- Safety Inspections & Compliance
- Workplace Safety & Risk Assessment
- Data Analysis & Reporting
- ERP & MIS Systems
- Team Leadership
- Document Management & Record Keeping
- Data Entry & Database Management
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Technical Documentation & Report Writing

LANGUAGE SKILLS

Mother tongue(s): Malayalam

Other language(s): English | Hindi | Tamil

DIGITAL SKILLS

Zoho / Microsoft Word / Microsoft Excel / Microsoft Powerpoint / Outlook / Tally Erp / Management Reporting