



JITHIN K S

LOGISTICS CUSTOMER SERVICES
& OPERATIONS

CONTACT

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LMV LISCENCE - DUBAI

**Location**

DUBAI, UAE

SKILLS

- Order processing
- Customer relationship management
- Shipment tracking
- Problem resolution
- Freight coordination
- Inventory management
- Logistics planning
- Vendor communication
- Delivery scheduling
- Client support
- Warehouse coordination
- Supply chain optimization
- Inbound/outbound logistics
- Documentation management
- Cost control strategies
- Customs clearance handling
- Real-time updates
- Team collaboration
- Performance metrics analysis



JOB PROFILE

Results-driven Logistics Manager with over 7 years of experience in logistics coordination, warehouse management, and operations. Proven expertise in optimizing supply chain processes, managing inventory, and coordinating timely deliveries. Strong leadership skills in overseeing teams, streamlining operations, and improving cost efficiency. Adept at leveraging technology and logistics strategies to meet business objectives. Seeking to contribute my operational and logistical expertise to drive efficiency and performance in a dynamic organization.



WORK EXPERIENCE



LOGISTICS COORDINATOR

2021 - 2024

LEGEND SHIPPING AGENCY | DUBAI, UAE

- Handle sea import/export and air clearance operations, ensuring compliance with international regulations and accuracy.
- Coordinate with customers for cargo collection, managing all necessary export documentation and processes efficiently.
- Apply for Delivery Orders (DO) on Dubai Trade portal, ensuring timely approvals and adherence to trade procedures.
- Process bills of entry and export declarations, ensuring smooth operations and regulatory compliance.
- Obtain attestations from MOFAIC, maintaining accuracy and meeting all legal requirements for document approvals.
- Coordinate shipments with customers and agents, ensuring smooth import/export operations from start to finish.
- Maintain comprehensive records, including documentation for duty exemptions and export processes, ensuring proper compliance.



LOGISTICS COORDINATOR AND WAREHOUSE MANAGER

2017 - 2021

RONA STAR SHIPPING LLC | DUBAI, UAE

- Coordinate inbound and outbound logistics operations, ensuring timely and accurate delivery of goods.
- Manage warehouse inventory by tracking stock levels, optimizing storage space, and ensuring inventory accuracy.
- Oversee daily warehouse activities, including receiving, storing, and dispatching goods to ensure operational efficiency.
- Collaborate with suppliers and transportation companies to schedule shipments and negotiate favorable terms.
- Develop and implement logistics strategies to streamline operations, reduce costs, and improve efficiency.
- Monitor and track shipments, addressing any delays or issues to ensure timely delivery of goods.

EDUCATION

- **DIPLOMA IN SHIPPING & LOGISTICS, INDIAN INSTITUTE OF LOGISTICS | 2017**
- **CS ENGINEERING - DIPLOMA, GPTC KUNNAMKULAM | 2015**

COMPUTER KNOWLEDGE

- MS OFFICE
- OUTLOOK
- ERP 9 (TALLY)
- POWER POINT

LANGUAGE

- English
- Hindi
- Malayalam
- Tamil

② LOGISTICS ASSISTANT

2017

ROYAL FREIGHT FORWARDERS PVT. LTD | MUMBAI, **INDIA**

- Assist in coordinating inbound and outbound shipments, ensuring accurate documentation and timely deliveries.
- Maintain and update inventory records, ensuring stock levels are monitored and discrepancies addressed.
- Liaise with suppliers and transport companies to arrange shipments and confirm delivery schedules.
- Prepare and process shipping documentation, including invoices, bills of lading, and delivery receipts.
- Track shipments and follow up on delivery statuses, addressing any issues or delays promptly.
- Support warehouse operations by organizing goods, verifying shipments, and ensuring proper storage.
- Assist in preparing reports on logistics activities, including delivery performance and inventory accuracy.



DECLARATION

I hereby declare that the above mentioned statement is correct and true to the best of my knowledge and belief.

JITHIN K S