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Dubai, United Arab Emirates

EDUCATION

Master of Business
Administration, Logistics and
supply chain management
UPES University, Dehradun

Bachelor of Business
Administration, Logistics and
supply chain management
Bangalore University,
January 2017 - January 2020

High School
**Saraswathy Vidyaniketan
Public School**, Ernakulam

PERSONAL DETAILS

Date of Birth: 1999-09-29

Nationality: Indian

Marital Status: Single

LANGUAGES

English

Fluent

Hindi

Advanced

Malayalam

SURYA S LAL

PROFESSIONAL SUMMARY

I am an experienced Procurement & Logistics Coordinator seeking a challenging and responsible position in establishment where performance is always recognized. To be self oriented, innovative and pursue a progressive career opportunity in a professional environment resulting in quantum growth and success of organization and self. I have on several occasions led and collaborated with different groups of people from business, government and international organizations, and enjoy analyzing, creating and streamlining workflows and processes. A varied background has shaped my ability to quickly adapt to new work environments, tasks and build positive relationships with those I work with.

WORK HISTORY

December 2022 - Current

Nouran Concept Lighting - Procurement and Logistics Coordinator

- Communicating with shipping facilities to ensure prompt pickup and delivery
- Responding to customer inquiries and referring clients to the appropriate channels
- Managing the preparation, maintenance, and routing of purchase orders
- Reviewing purchase orders and shipment contents before releasing them from the facilities
- Ensuring the quality of all processes and services within a facility
- Communicating with customs offices to release shipments
- Communicate with suppliers, retailers, customers etc
- To achieve profitable deals and mutual satisfaction
- Plan and track the shipment of final products according to customer requirements
- Keep logs and records of warehouse stock, executed orders etc
- Prepare accurate reports for upper management
- Prepared logistics documentation, including shipping manifests and customs clearance forms.
- Instituted a new filing system, improving ease of document retrieval.

December 2021 - December 2022

DYNAGRAPH FOR PRINTING INDUSTRY LLC - Logistics coordinator

- Air/Sea Bill of entry Processing in Dubai Trade EMirsal II
- Inbound/Outbound Gate Pass Processing
- Arranging timely deliveries
- Sales order processing
- Preparing Purchase orders and quotations
- Delivery order collection
- Following up shipment statuses

- Building good relations with vendors and customers
 - Contact, advise and assist with salesman for deliveries and pricing
 - Entry vouchers and sales invoice posting
 - Manage drivers for local deliveries and solve daily operational issues
 - Deals with international vendors for various consignments
 - Coordinates with freight forwarders for the shipment mode
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SKILLS

- Microsoft Dynamics GP
 - Internet
 - Problem Solving
 - Time Management
 - Shipping Procedures
 - Organization
 - Improvement
 - Technological Aptitude
 - Visual Dolphin
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CERTIFICATIONS

- Certified Six Sigma White Belt in Supply Chain Management, 2021
 - Certified Microsoft Office Specialist, 2021
 - Certified SAP, 2021
 - Diploma in Logistics Management, 05/01/20
 - Expert in Visual Dolphin
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PERSONAL INFORMATION

- Date of birth: 09/29/99
 - Nationality: Indian
 - Marital status: Single
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CUSTOM

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.