



THASKIN VA

OPERATIONS & LOGISTICS EXECUTIVE

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Visa Status : Family visa
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PROFILE SUMMARY

An experienced Commodity associate with comprehensive knowledge in materials management including inventory data analytics, and business reporting addition to technical writing and document development. Over four plus years of experience with a demonstrated history of working in end to end purchasing management/ vendor development in manufacturing and service industry.

WORK PROFILE

Al-Rifat Shipping & Logistics L.L.C. Dubai, UAE

Jan 25 – Present, Operations Assistant

- Streamlined end-to-end shipping operations to ensure seamless logistics execution
- Developed customized quotes aligned with customer requirements, enhancing client satisfaction
- Prepared comprehensive shipping documentation including B/L, AWB, Packing List, and Invoice to ensure compliance and accuracy
- Monitored and tracked shipments proactively to guarantee timely delivery and optimize supply chain efficiency
- Providing proactive communication, tracking shipments and addressing customer concerns.
- Administrative support to senior and executive team members
- Managing the delivery of Customers commodity
- Assisting in the Logistical activities

Impact Trading & Contracting company, Doha, Qatar

Nov 23 – Nov 24

- Coordinate and execute end-to-end procurement activities, including sourcing, supplier selection, negotiation, and purchase order placement.
- Maintain accurate records of purchase transactions, including purchase orders, contracts, and vendor information.
- Monitor and track purchase orders to ensure timely delivery of goods and services, and proactively address any issues or delays.
- Establish and maintain strong relationships with suppliers, negotiate favourable terms, and ensure compliance with contracts and agreements.

SOFTWARE SKILLS

- SAP
- MS Office
- Microsoft Navision
- Infor Distribution SX
- NPI project tool
- SharePoint
- FAR Register
- MS project

SOFT SKILLS

- Vendor Management
- Leadership
- Mentoring
- Team player
- Problem solver
- Analytical Skills
- Strong communication
- Negotiation
- Imports / Exports
- Global Sourcing

LANGUAGES KNOWN

English - Fluent,
Malayalam -Native,
Tamil – Basic,
Hindi – Basic

PERSONAL DETAILS

DOB -- 23 Nov 1998
Gender – Female
Marital Status – Married
Driving Licence - Indian

- Collected documentation to assemble new purchase order contract folders.
- Prepared purchase orders based on approved requisitions.
- Maintained accurate records of purchases, pricing, and other important data.

EGC Global Services India Private Limited [subsidiary of (EGC)], Kerala, India

Sept 22 – Nov 23, Procurement & Logistics Executive

Automotive | Tooling | Chemical | Abrasive

- Maintained information database related to products and service availability, supplier capabilities and lead times
- Mainly deal with Ewie USA. for Purchase order process and Shipping.
- Negotiate contracts for raw materials/manage supply chain including Stainless steel, chemical, aerospace, stamped parts.
- Collaborated with internal stakeholders to determine purchasing needs and negotiate prices.
- Tracked company inventories and recorded item quantities in company databases.
- Verified purchase requisitions by comparing items requested to master list.
- Taking actions for the Price and quantity discrepancies.
- Making presentations for the team meetings.
- Tracking shipments and confirming delivery.
- Oversaw daily inventory counts to maintain data accuracy.
- Tracked orders and notified customers of status or potential delays.

SFO Technologies, Kerala, India

Dec 22 – Sept 23, Product Documentation Specialist

Aerospace | Defence | Industrial | Transportation

- Created Technical documents for Aerospace, Defence, Medical & Industrial products and Transportation documents.
- Kept deliveries and tracking the details of delivered items.
- Track the changes and update the Product documents
- Engage with stakeholders in meaningful discussions to establish releases of revised documents - Coordinated with engineers to obtain technical details about products for inclusion in documentation materials.
- Maintained up-to-date records of all changes made to technical documents.
- Maintained documents by managing files following established procedures.

STRIDE Builder's Engineering Kerala, India

Sept 22 – Nov 23, Intern

- Monitored inventory levels and communicated with suppliers to ensure timely delivery of goods.
- Developed reports on purchasing activities, expenditures, and shortages as needed.
- Interacted with vendors via phone or email to resolve issues related to product availability or delivery dates.
- Analysed market conditions to determine best prices for purchased items.

EDUCATION

- **2020 | PGDM, Logistics & Supply chain Management**
Laurus Institute for Training & HR, Kerala, India
- **2019| B.A Archaeology Model**
M.G University, Kerala, India