



VISHNU RAJ M

OPERATION COORDINATOR- AIR FREIGHT

Contact

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Education

Bachelor of Science -Mathematics

2014-2017

University of Calicut

Software Knowledge

- Microsoft Excel
- M S Office
- Tally
- SAP
- Peachtree
- GST

About Me

As an Operations Coordinator with 2 years of experience, I have honed my skills in streamlining processes, managing logistics, and ensuring operational efficiency. My background includes coordinating cross-functional teams, overseeing daily operations, and implementing improvements that enhance productivity and reduce costs. I am adept at problem-solving, multitasking, and maintaining strong communication channels to support seamless operations.

Experience

2022 - 2024

Shipwaves Online LLC, Dubai, UAE

Operation Coordinator- Air Freight

- Co-ordinations between suppliers and freight forwarders regarding agent details and the timely collection/delivery of the goods from/to the origin/destination.
- Prepare rate comparisons and ensure the client purchase needs are met efficiently to the proposed shipping terms & conditions.
- Handling requisitions from the customers/clients, Negotiations with different forwarders and propose competitive commercial solutions from the market.
- Track and maintain client requisition register for all shipments, including relevant information for each shipment.
- Tactical discussions with reporting manager's for effective price negotiations and offsets customer/forwarder budgets.
- Handle and comply with MOFAIC,COOTDRA, and other requests from customs government authorities to ensure smooth customs clearance and delivery in advance with the local freight forwarder to the warehouse in a timely manner.
- Interact with client/customers to develop and implement effective solution to improve purchase efficiency, customer service, and cost savings.
- Process freight invoice documentation and records in a timely manner.

2019-2022

Reliance Retail Limited, Kerala , India

Purchase Assistant

- Prepare and evaluate all inventories with invoices & purchase orders in SAP ERP platform.
- Negotiates with suppliers for competitive pricing, contract terms. Conduct market research activities, issue Requests for Proposals, analyse received proposals and make recommendations for supplier selection and prepare relevant contracts.
- Maintain accurate records of Purchases, Pricing and Inventory Levels.
- Ensure compliance with company policies and procurement procedures.

Languages

- English
- Malayalam
- Hindi
- Tamil

Personal Details

Date of birth : 22-May-1997

Marital Status : Married

Nationality : Indian

Passport : N3918362

Visa status: Valid

Courses

Diploma in professional Accounting

2018

ECIT Computer Education Centre, Thrissur

Skill

Compassionate



Teamwork



Problem solving



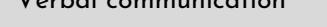
Critical thinking



Negotiation



Verbal communication



Achievements & Awards

- Best All-Rounder performance of the year 2019-2020 in Reliance Retail Limited, Thrissur.
- Best Inventory Team of the year 2020-2021 in Reliance Retail Limited, Thrissur.
- Trained new sales executives, cashiers and inventory executives.
- Manager's personal appreciation for the ideas and innovations I have presented.

Declaration

I here by declare that the information furnished above is true to the best of my knowledge.

Date:

Place:

Vishnu Raj M