



Loiston Mendonsa

Professional Goals

Obtaining a challenging leadership position for utilizing skills and gain further experience while enhancing the company's productivity and reputation.

Get in touch!

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Address:

Al Nadha 1, Dubai

Technical Proficiencies:

Microsoft Office Suite (MS-Office).
ANSYS.
Solid edge.
Lab View
Data Management System (DMS).
CNC Milling and Turning.
WMS (Warehouse Management System)
Processing warranty claims.
Warranty guidelines.

Personal Details:

Date of Birth : 05/01/1998

Nationality : Indian.

Visa Details : Employment visa.

Valid Till : 06/09/2026

Languages known : English, Hindi, Tulu
Kannada, Konkani.

Hobbies:

- Listening to music.
- Watching movies
- Fishing.
- Playing football.
- Trekking.

Work Experience

Logistics Coordinator

AGS logistics LLC, Dubai, UAE

| Jul 2022 - present

(Reporting to Operations Head)

- Managed comprehensive logistics and supply chain operations throughout GCC countries, ensuring prompt and efficient delivery.
- Managed land & sea, In-bound and Out-bound shipments from UAE.
- Upload and update Outbound Order with required information. Allocate Outbound Order, Generate pick list and handover to the Floor In charge.
- Prepare Commercial Invoice, Packing List, Delivery Advice and HSCODE Summary for outbound shipments or Obtain invoice and packing list from the Customer.
- Prepare Customs documentation where necessary and forwarding it to Border Clearance team for processing.
- Coordinating with the border clearance team and resolving issues related to shipments.
- Utilized a variety of software such as ERP, WMS, and tools to input, organize, and analyze data pertaining to operations.
- Monitored key performance indicators (KPIs) and analyzed data to identify opportunities for process improvements and cost savings.
- Proficient in preparing and processing customs bill of entry/VAT return documents using the Dubai Trade portal (e-Mirsal 2) for shipments, ensuring accurate and timely submission of all required documentation.
- Supervised end-to-end functions of the warehouse and distribution center, optimizing task delegation and resource allocation to effectively manage the warehousing team and other critical operational aspects.
- Conducted regular physical inspections and utilized WM software to maintain accurate inventory levels, optimizing inventory and enhancing warehouse efficiency.
- Created and managed documentation related to shipments, including invoices, packing lists, bills of lading, and Dubai Chamber certificates, necessary for customs clearance.
- Ensuring the seamless and efficient clearance of shipments by cross-referencing Material Safety Data Sheet (MSDS) certifications with the corresponding products.
- Maintaining records for shipment and inventory documents to keep all records accurate and up to date.

Warehouse and Inventory Controller

Mangalore Trucks, Mangalore

| Oct 2019 - Jan 2022

(Mahindra Truck and Bus Division)

(Reporting to regional Customer care manager)

- Preparing complete orders for delivery or pickup according to the schedule.
- Taking orders from warehouse supervisor on daily basis and fulfilling them
- Engaged in receiving, transporting, stacking, order filling, shipping, and maintaining stock records in warehouse.
- Made sure that daily inventory processes are completed on the same day.
- Preparing complete orders for delivery or pickup according to the schedule.
- Taking orders from warehouse supervisor on daily basis and fulfilling them
- Managed all warranty data and generated regular reports on same.
- Engaged in receiving, transporting, stacking, order filling, shipping, and maintaining stock records in warehouse.
- Made sure that daily inventory processes are completed on the same day.
- Coordinated with warranty service providers and resolved all warranty issues.
- Maintained and serviced warehouse tools, machinery and trucks.
- Performing regular stock checks and reporting any issues to the supervisor.

- Receiving, unpacking, and delivering goods; re-stocks items as necessary; labels shelves.
 - Coordination with transporters for shipping spares.
 - Also, Responsible for planning & maintaining of import parts / goods.
 - Investigate and correct discrepancies in reported quantities and locations of all inventors.
 - Establish trusted relationships with suppliers to ensure quality service and cost-effective deals.
 - Monitoring and maintaining current inventory levels; processes purchasing orders as required; tracks orders and investigates problems.
 - Recording purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
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Academic History

Dr. T.M.A Pai Polytechnic Manipal

Diploma in Mechanical Engineering | June 2016 - July 2019

- Grade Obtained: - First Class. (69 %)
- Studied project planning, coordination, and ethics.
- Took part in industrial training and In-plant training.
- Enhanced software skills of ANSYS, Solid Edge 19, CNC milling and turning.

St. Mary's Pre-University College

12th | Commerce | March 2014 - March 2016

- Grade Obtained: - First class. (70 %)
- Studied business management and Economics and computer science.

St. Francis Xavier's English Medium School

10th | March 2004 - February 2014

- Grade Obtained: - First Class (71%)
- Gained basic Knowledge in MS excel, MS PowerPoint, MS word.

Internships, Training and Projects

- **KONKAN RAILWAY ACADEMY • 10-DEC-18 TO 17-DEC-18.**
 - Training was held at Konkan railway academy GOA.
 - Attended lectures and field visits on the railway stations.
 - how the railways work and how the maintenance of the tracks is done.
 - Talked about their next project of replacing all diesel locomotives to electric by 2025.
- **LAMINA FOUNDRIES •26-SEPT-18 TO 28-SEPT-18.**
 - Attended the in-plant for internship.
 - Gained Knowledge on casting, molding process.
 - Operated CNC machines and loaded and unloaded parts, minor machine offsets, minor tool changes, debarred, measured, and documented quality records.
 - Set controls and regulated speed, feed, coolant flow and angle of cut.
 - Identified machine malfunctions and resolved them.
 - Ensured specifications compliance of first run piece and spot check succeeding pieces.
 - Verified machines settings and programmed control data for accuracy.
 - Compared numerical displays with process sheet data to verify dimensional adjustments.
- **SOFT SKILL TRAINING •11-OCT-18 TO 12-OCT-18.**
 - Attended the training which was held by the Ramakrishna Hegde Skill Development Centre a unit of Konkan Railway Academy.
 - Attended lectures on how to attend interviews and formal and informal ways of speaking.
- **VEHICLE FAMILIARIZATION TRAINING •17.7.2021.**
 - Attended the training on latest BSVI model vehicles.
 - Ensured the latest changes made in vehicle and how to diagnose the vehicle with the latest software.
 - Ensured with the new sensors and all the modification done with the vehicle.
- **AUTOMATIC WIND FREE BILLBOARD.**
 - Took survey near the coastal regions who had billboards upon their homes and upon that we created a model to protect the buildings and homes from vibrations.
 - Me as a team leader and other 8 teammates Completed diploma prototype project on Automatic wind free billboard.

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge and belief.

Place: Al Nahda 1

Name: Loiston mendonsa