

# RAGUL RAMAMOORTHY

## Logistics Operation Executive



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Dubai, JAFZA FZE

### CAREER OBJECTIVE

Seeking a challenging role in Logistics Management where I can utilize my expertise in effectively organizing and coordinating end-to-end logistical operations. With 3 years of experience in Customer Service and Logistics operations, I have a strong understanding of enterprise-wide transactions and a proven track record of exceeding target goals. I am committed to continuously enhancing my skills in logistics management, including customer service, booking, documentation, invoicing, planning, inventory control and management, order handling, modification, implementation, and monitoring of logistical structures and processes.

### PERSONAL INFORMATION

VISA TYPE : EMPLOYMENT VISA

DOB : 25.06.1998

PASSPORT NO : V0647732

NATIONALITY : INDIA

STATE : TAMIL NADU

LINKEDIN : [www.linkedin.com/in/ragul-logistics](https://www.linkedin.com/in/ragul-logistics)

### EXPERIENCE

09/2023 - Present

#### Operation Executive cum Administration (On Assignment to Nestlé Middle East FZE)

Mohebi Logistics LLC FZE. (Dubai, JAFZA FZE)

- Managed Nestlé product inventory in 3PL warehouse, ensuring 99% accuracy in tracking and timely movement of goods.
- Oversaw warehouse operations and inventory using Nestlé SAP ERP, achieving a 95% on-time order fulfillment rate.
- Coordinated cross-border shipments and sea freight logistics, reducing shipping costs by 10% through efficient planning.
- Analyzing data to identify trends, track inventory levels and generate reports for management.
- Assisting with administrative tasks such as filing, answering phones and responding to emails.
- Offloading a raw material container shipment and local delivery transferring this material to factory using SAP ERP.
- Generated invoice, packing list and necessary docs, certificates for outgoing shipments.
- Maintaining accurate records of inventory levels, including receiving, counting, and reconciling stock.
- Managed stock allocation for cross-border shipments and facilitated material transfers using efficient loading patterns for Yemen, Bahrain, Palestine, and Qatar.
- Scheduled DIP inspections for marketed materials and raw materials sourced from international locations.
- Develop effective communication skills with field staff, colleagues, supervisor and managers.

01/2021 - 01/2023

#### Logistics Executive (Manage Import/Export Documentation & Transportation)

Global Shipping Agency Private Ltd in India. Tuticorin (Tamil Nadu)

CO-ORDINATION WITH OVERSEAS OFFICE AND OTHERS:

- Coordinate with customers and internal teams through email and calls.
- Negotiating with the overseas office with regards to Rates and the Fastest Schedule.
- Sending shipper information to the overseas office to arrange pickup for door to port and door to door shipments.
- Verifying shipment documents like HAWB, MAWB, MBL and HBL with Commercial documents & advising the Origin office if any corrections are needed.

#### DOCUMENTATION AND CO-ORDINATION WITH CHA:

- Collecting necessary post-shipment documents like BOE, BOL, Invoice, Packing list, List of Certificates, etc.
- Co-ordination with the Customs Clearance agent by sending documents for Filling out purposes and getting a checklist for consignee approval.
- Tracked the Shipment until the departure of the shipment or vessel.
- Submitting reports to management in case of discrepancies found in processes and being involved in streamlining processes to ensure that customer service levels are maintained.

## CERTIFICATIONS DETAILS

02/2023 - 04/2023

### Exim Executive Course (Freight Forwarding and Custom Clearance)

Certified by National Skills Development Mission of India.

- Deeply understand the various documents used for clearing the export-import cargo from customs.
- Strong knowledge of Incoterms and their implications on risk allocation, delivery obligations.
- Acquire comprehensive knowledge of the role of a Custom House Broker (CHB)
- Master the full customs clearance process for both export and import cargo.
- Understand various customs rules and regulations pertaining to export and import cargo.
- Prepare detailed step-by-step documentation for export-import customs clearance.

## EDUCATION

2020

### Bachelor of Electrical and Electronics Engineering

Sri Venkateswara College of Engineering,  
Anna University,  
Chennai, Tamil Nadu.

2017

### Diploma Electrical and Electronics Engineering.

Tamil Nadu Directorate of Technical Education.

## SKILLS

- ➔ SAP ERP Tool In Logistics Module
- ➔ MS Office
- ➔ MS word
- ➔ MS outlook
- ➔ MS power point
- ➔ Hardware and networking
- ➔ Knowledge of Windows Operating Systems (XP,7,8,10,11)

## KEY PERSONAL SKILLS

- ➔ Customer satisfaction
- ➔ Negotiation & Rate Optimization
- ➔ Ability to adjust to any situation
- ➔ Sense of Responsibility

## LANGUAGES

- |             |        |           |                |
|-------------|--------|-----------|----------------|
| ◆ English   | Fluent | ◆ Tamil   | Native         |
| ◆ Malayalam | Fluent | ◆ Hindi   | Conversational |
| ◆ Telugu    | Fluent | ◆ Kannada | Understandable |

## REFERENCE

Mahesh Ranganath  
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Mohebi Logistics LLC

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