



## SHONE BABU M

Logistics Coordinator

### CONTACT INFORMATION

✉ babushone@gmail.com

☎ +971 501106536

📖 Karama, Dubai

### EDUCATION

- **DIPLOMA IN SHIPPING AND LOGISTICS**
- **BACHELOR OF BUSINESS ADMINISTRATION**
  - Calicut University.
- **HIGHER SECONDARY EDUCATION(Science)**
  - Board of Higher Secondary Examination, Kerala, India
- **SSLC**
  - Board of Public Examination, Kerala, India

### COMPUTER PROFICIENCY

SAP	★★★★★
MS Excel	★★★★★
MS Access	★★★★★
Internet & E- Mail	★★★★★
Basic Operations	★★★★★

### PROFESSIONAL SUMMARY

Motivated and results-oriented Assistant Manager with expertise in leading teams, optimizing operations, and driving continuous improvement. Skilled in team management, logistics coordination, and strategic planning. Strong communicator with a focus on problem-solving, staff development, and ensuring high-quality results. Dedicated to achieving performance goals while fostering a positive and productive work environment.

### WORK EXPERIENCE

**Logistics Coordinator** | |Dec 2023 -Present

**RELIANCE RETAIL LIMITED QWIK SUPPLY CHAIN PVT LTD**

- Overseeing overall operations of the City Processing Centre (CPC), managing 24/7 movement of fruits and vegetables across 162 retail stores statewide.
- Developing and executing strategies for the Fruits & Vegetables Team to deliver exceptional value, quality, and convenience daily.
- Managing all logistics functions of the warehouse, ensuring safe and timely delivery of consignments.
- Supervising and managing a team of up to 100 employees within the warehouse.
- Maintaining high standards of materials handling, ensuring smooth warehouse operations.
- Ensuring security and accountability of the warehouse, while monitoring compliance with Health and Safety regulations.
- Monitoring and controlling stock levels effectively using automated systems for stock control.
- Implementing new projects to improve warehouse processes and efficiency.
- Ensuring freight receipts and shipments are being completed on time.
- Scheduling work based on fluctuations in staffing levels and workload demands.
- Leading, motivating, training, and developing staff to ensure high performance.
- Visiting clients to monitor the quality of service and addressing any concerns.
- Updating and maintaining both computerized and paper-based administrative records.
- Managing disciplinary and grievance procedures as needed.
- Collaborating with team leaders to review procedures and maximize customer satisfaction.

**TEAM LEAD** | 2 Years

**DELHIVERY LTD**

- Handled complete hub operations for the shift.
- Managed incoming and outgoing hub activities as per schedule.
- Oversaw manpower management to enable timely connections.
- Applied knowledge of HQ/MIS and performed audits.
- Coordinated with various co-departments.
- Motivated and trained team members.
- Managed bag sorting according to destination through process executives and ground coordinators.

## PROFESSIONAL SKILLS

- Team Leadership
- Operational Efficiency
- Process Improvement
- Staff Training and Development
- Time Management
- Customer Satisfaction
- Problem Solving
- Inventory Management
- Strategic Planning
- Budget Management
- Communication and Collaboration
- Project Coordination
- Health and Safety Compliance
- Performance Monitoring
- Conflict Resolution
- Logistics Coordination
- Data-Driven Decision Making
- Team Motivation
- Client Relationship Management
- Stakeholder Engagement




## LANGUAGES

English	<div></div> 95%
Hindi	<div></div> 90%
Tamil	<div></div> 90%
Malayalam	<div></div> 100%

## PASSPORT DETAILS

Passport no : P9880834  
Date of issue : 05/06/2017  
Date of expiry : 04/06/2027

## INTERESTS

 music.  Travelling  Photography

- Oversaw fleet and vendor management, coordinating vehicle availability.
- Tracked vehicles during receiving and sending processes.
- Facilitated internal collaboration among shifts with other centres.
- Ensured adherence to SOPs for bag handling, hub operations, pre-alerts, sorting, and connecting, while training the team to carry out these processes.

## INTERNSHIP TRAINEE | 3 Months

### Documentation and Inventory Department

#### LANCER CONTAINER LINES LTD, MUMBAI.

- Provided import delivery documents for customers.
- Prepared import delivery orders.
- Maintained monthly import data reports.
- Tracked inventory details at each port.
- Followed up with UPS.

## PERSONAL STRENGTHS

- **ADAPTABILITY** – Quick to adjust to changing environments and demands.
- **PROBLEM-SOLVING** – Skilled in analyzing challenges and developing practical solutions.
- **EXCELLENT COMMUNICATION** – Clear and effective communicator, both verbally and in writing.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness, and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**-Management skills to direct others and review others performance.

## PERSONAL DOSSIER

Gender : Male  
Date of Birth : 14/05/1997  
Nationality : Indian  
Marital Status : Single

## DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars

**SHONE BABU M**