

# Sona Suresh

## Transport Manager

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DUBAI, Dubai, UAE

Experienced Transport Manager at Hastenway Shipping LLC with a strong background in coordinating and planning operations, handling various shipments, improving delivery performance, cost management, and maintaining customer relationships.

## Work Experience

### Transport Manager

Jan 2024 - Present

*Hastenway shipping LLC | UAE*

- Oversaw strategic direction and coordination of tasks and operations to optimize transportation systems.
- Enhanced transportation performance through timely and efficient delivery solutions.
- Engaged with DP World, Dubai Trade, and Calogi for effective shipment handling.
- Fostered strong relationships with customers and shipping lines for smooth operations.
- Managed invoicing for FRESA and I PACK, ensuring precise financial documentation.
- Handling ADM booking
- Managed FCL, LCL & AIR local shipment logistics.
- Enhanced cost management & order tracking systems

### Logistics Coordinator

Jun 2020 - Dec 2023

*Hastenway shipping LLC*

- Managed token generation, amendments, cancellations, DPC extensions, vehicle registration, and gate pass processes via Dubai trade.
- GCC Transport
- Fostered strong relationships with vendors, suppliers, and warehouse teams.
- Exercised professional decision-making in a fast-paced environment.
- Strategically allocated drivers for specific deliveries and handled necessary documentation.
- Coordinated with agents for seamless port deliveries.
- Optimized delivery routes based on location and driver availability.
- Efficiently managed communication through phone and email, ensuring timely responses and documentation.
- PersonPass - PCFC
- Executing all the tasks as per the requirement of the operations department
- Prepared delivery notes and coordinated material delivery with precision.
- Executing all the tasks as per the requirement of the operations department
- Ensure compliance with company standards and procedures.

## Core Skills

Time management, Dedication, Leadership, Quick learner, Problem sloving skill, Customer service skills, Strategic thinking, Strong negotiation, Positive attitude

## Education

### Amrita School of Arts and Sciences

Jun 2017 - May 2020

BBA - Logistics management

## Languages

English (*fluent*), Hindi (*fluent*), Malayalam (*fluent*)