



PROFILE

Dedicate Freight forwarding professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

CONTACT

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HOBBIES

Business
Fitness
Gaming
Cooking
Painting

NATIONALITY

INDIAN

DATE OF BIRTH

12/08/1998

M.R.SRI PAUL

BBA SHIPPING & LOGISTICS.

EDUCATION

Evans Matric Higher Secondary School (1-12Th)
JUNE 2002- MAR 2016
GPA-85%

AMET University (BBA Shipping & Logistics)
JULY 2016-JULY 2019
GPA-70%

WORK EXPERIENCE

Agility Logistics (Junior Process Associate)
13 FEB 2019-10 NOV 2020
Handled the PIV (Purchase invoice processing) team.

- Vendor invoice are received by fax, mail, captured by an accounts payable system.
- Confirming that the invoice matches the goods or services received. This includes checking the invoice date, supplier details, GSTIN Description of goods, value of goods, taxes, payment method, and payment date.
- Enter the invoice into the company's software for accounting purposes.
- Route the invoice for the approval after verifying it for compliance and checking for errors.
- Compare the invoice with the purchase order and other documents to ensure they correspond.
- Payment is processed according to the terms agreed upon. This could involve a bank transfer, check, or other payment method

GLT Cargo express LLC.DUBAI (Logistics Officer)

5 MAR 2021-2 JULY 2022

Handled the International Operation Team and Import and export process.

- Ensuring that all licensing and compliance requirements are met before shipping goods
- Getting the necessary customs clearance and paying taxes before releasing the goods
- Communicate shipments related details with the regular customers
- Communicate shipments related movements with third-party like DHL, FEDEX, and Emirates post.
- Providing management with daily import and export data.
- Hiring and training new staff.

YFL LOGISTICS MALAYSIA

5 SEP 2022 – 20 MAR 2023

Inventory officer

- Monitoring inventory levels to ensure there's enough stock to fulfill customer orders.
- Recording deliveries, shipments, and stock levels using an inventory tracking system.
- Analyzing daily product and supply levels to anticipate shortages.
- Placing stock orders and preparing purchase orders.
- Inspecting, sorting, and storing goods.
- Updating inventory levels and maintaining stock records.
- Hiring and training new warehouse staff.

SCL LOGISTICS SINGAPORE (SHOPEE)

2 JUN 2023 – DEC 28 2023 Warehouse

coordinator

- Maintaining inventory records, monitoring inventory levels, and identifying slow-moving items.
- Planning, organizing, and controlling warehouse operations, including receiving and shipping freight, and assigning tasks to warehouse associates.

- Implementing safety regulations and ensuring employees understand and follow safety procedures.
- Communicating with agency staff.
- Creating and filing sales orders, invoices, productivity reports, and packing lists.
- Operating forklifts as needed, and directing forklift drivers to store goods in specific areas.

SKILLS

- **AWB Processing**
- **Data Entry**
- **Inventory**
- **3PL Logistics**
- **Import and Export Operations**
- **International Freight Management**
- **Distribution and Warehousing**
- **Invoice Processing**
- **MS office**
- **PT driving & lift truck driving**