

CURRICULUM VITAE



SREEKUMAR P S

Mob ,Botim & whatsapp – 0552828026 (DUBAI)

Skype Id –sreemon245

E-mail: sreekumar138@gmail.com

Objective:-

To work in an environment which offers a good opportunity to share my knowledge and skills with others and participate myself and work towards for a complete satisfaction of the company.

4.Work Experience :Logistics Executive at Allied Transport for Emirates Airlines from July 30 2018 to Feb 2024 .

Purpose: To execute all operations activities in order to achieve objectives.

Key Responsibilities Areas

- ❖ Responsible and accountable for timely placement of vehicles to the customers according to the projection.
- ❖ Responsible and accountable for the allocation of vehicle and man power to dispatch cargo.
- ❖ Responsible and accountable for optimal utilization of truck Responsible and accountable for optimal utilization of truck
- ❖ Responsible and accountable for ensuring that all vehicle are monitored in the Romberg system from departure to arrival.
- ❖ Responsible and accountable for ensuring that Romberg's is updated with ULD/PMC numbers and flight details after loading cargo.
- ❖ Responsible and accountable to maximize customer satisfaction and minimize cost.
- ❖ Responsible and accountable for analyzing and implementing improvements to existing process procedures and issues impacting the customers and carriers.
- ❖ Responsible for coordinating with workshop for vehicle relate issues and ensuring resolution
- ❖ Responsible for trouble shooting
- ❖ Responsible for handling emergency situation as per emergency operation SLA/protocol
- ❖ Responsible for managing the performance of drivers and staff during the shift.
- ❖ Responsible for timely submitting all the requisite reports to the superiors.
- ❖ Responsible for doing any other logistics function as requested or required.

Key performance indicators

- ❖ Accuracy of reports
- ❖ Submitting reports as per agreed deadlines
- ❖ 100 percentage allocation of truck and manpower as per projection
- ❖ Number of delays in taking action on customer complaints

Competencies

- ❖ Knowledge of principles and methods for moving peoples or goods by air, rail, sea or road including the relative cost and benefits.
- ❖ Ability to inspect equipment vehicle or material to identify the cause of errors other problems or defects.
- ❖ Ability to estimate sizes, distance and quantity; or determining time cost resources or materials needed to perform a work activity.
- ❖ General knowledge of export import procedures and documentation

3.Work Experience: Worked as an Operational Team Leader at fetchr

- ❖ **Operational Team Leader at fetchr** from July 2017 to Jan 2018(DUBAI)
 - ❖ Projects experience in Fetchr (Cold Chain ,kcal ,AUH Carrefour)DUBAI

JOB ACCOUNTABILITIES:

- ❖ Perform and support daily management of department duties.
- ❖ Carry out debriefs of all staff and ensure that paperwork is accurately and fully completed.
- ❖ Carry out duties in accordance with trained Standard Operating Procedures (SOPs).
- ❖ Carry out security checks for each and every action.
- ❖ Assign work to staff as required to support the workflow and daily metrics.
- ❖ Support the Operations Manager by ensuring there is sufficient resourcing for your function, including call outs for training needs, absence and performance management, coaching and continuous monitoring of department productivity.
- ❖ Support in the development of a strong culture of health and safety practices and initiatives through the company policy.
- ❖ Assist with the training of new drivers or team leaders to ensure they have the right knowledge to carry out tasks required.
- ❖ Own the total tracking, trending and reporting of departmental metrics.
- ❖ Tracking and reporting of hours and schedules for staff.
- ❖ Review and update SOPs and metrics, as required.
- ❖ Follow up and solve process-related area issues, as required.
- ❖ Improve flow of order through the area.
- ❖ Take complete ownership of the team's fleet management.
- ❖ Proactive in building means and ways to achieve and exceed the assigned goals.
- ❖ Manage customer service escalations and interface with driver and customer, where necessary.

2. Work Experience

Worked as a **warehouse operations team leader at Emirates Sky Cargo** (Dubai Airport) from August 2013 to 25th June 2017 . (Under the sponsorship of DulscoHr solutions)

JOB ACCOUNTABILITIES:

- ❖ Direct and assist the team of Porters and Equipment Operators as required in cargo handling e.g., build-up and breakdown, acceptance and delivery, and documentation of cargo, courier and mail, in accordance with the requirements of the principals whilst complying with published performance standards.
- ❖ Ensure a high degree of customer service, attentiveness, speed, and control error rates, whilst maintaining consistency in service standards.
- ❖ Inspect, validate against relevant documentation and count goods at every point of delivery, acceptance, breakdown and build-up ensuring that goods conform to relevant criteria and that they are dispatched / stored in accordance with standard work procedures and requirements.
- ❖ Perform manual and automated data input. Ensure data updates into relevant cargo systems are done accurately, are verified and completed within time standards.
- ❖ Liaise with government authorities such as Customs, Municipality, Health or Police in an efficient and effective manner to ensure the smooth movement of all cargo, courier and mail.
- ❖ Ensure at all times that the handling of all special cargo (dangerous goods, live animals, valuable goods etc.) fully complies with the current edition of the IATA manuals and are loaded in accordance with the same.
- ❖ Ensure that safety and security procedures are complied with at all times while handling cargo.
- ❖ Perform the process of acceptance, delivery, build up and breakdown of cargo consignments. Operate equipment as required (such as tow tractors/pick up/ forklifts etc.) for movement of loads. Manually loading/unloading cargo from the ULDs / Aircraft /trucks as appropriate.

1. Work Experience

Worked as a junior assistant at **KSIE, AIR CARGO COM PLEX (CALICUT AIRPORT, INDIA)** from October 15th 2012 to Jan 2013.

Educational Qualification:-

- ❖ Emirates Sky Cargo foundation course completed from Emirates Aviation College, Dubai 19th August 2013.
- ❖ Sky Cargo special load and ramp handling completed from Emirates Aviation College (Dubai) 21st August 2013
- ❖ Dangerous Goods handling (Category 7, 8 and 10) 27th August 2013 .

- ❖ Master of Tourism Administration, Oxford College (Bangalore) India
- ❖ IATA / UFTAA
- ❖ Bachelor of Business Management, Bishop Appasamy College (Coimbatore) India

Additional qualification

UAE Driving license (manual)

Achievements

As a mail handling team member of EMIRATES SKYCARGO, Outstanding Achievement in Customer Satisfaction, 2014 December from Qantas Airlines

Computer Skills:-

- ❖ Packages: MS Office
- ❖ Software: Galileo, Sabre ,sky chain

Soft Skills:-

- ❖ Commitment the work
- ❖ Adjustable with others
- ❖ Willingness to work in team and hard worker
- ❖ Disciplined & Good etiquette.

Personal Details:-

Name	:	Sreekumar P S
Father's Name	:	P K Sreedharan
Nationality	:	Indian
Date of Birth	:	08-01-1986
Gender	:	Male
Marital Status	:	Married
Permanent Address	:	Purathoot House, Kunnathurmedu (P.O) Palakkad, Kerala, India

Declaration:-

I hereby declare that the above-mentioned statement is correct & true to the best of my knowledge & belief.

Place: Dubai
Date: 13-06-2024

SREEKUMAR P S

