

IVIN PAUL

LOGISTIC SPECIALIST

CONTACT

- JAFZA, DUBAI
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D.O.B - 06-10-1997
NATIONALITY - INDIAN(KERALA)

SKILLS

PROFESSIONAL

- INCOTERMS
- MS OFFICE
- EXPORT/IMPORT BANK COLLECTION
- FERI
- BL TRACKING
- DHL HANDING
- RFI
- SONCAP
- BIVAC INTERNATIONAL
- NVOCC
- TYPIST(WPM:49)
- RIVIGO ZOOM EXPERT
- PROJECT DOCUMENTATION
- SHIPMENT BOOKING
- EXPORT & IMPORT
BILL COLLECTION

SOFT SKILLS

- Easy Adaptability
- Team Player
- Innovative & Creative
- Strong Analytical Skills
- Quick Problem Solver
- Excellent Time Management

PROFILE

Experienced Logistics Specialist with a proven track record in supply chain optimization and shipping documentation. Seeking new opportunities to drive operational efficiency and streamline distribution processes.

EXPERIENCE

LOGISTICS SPECIALIST

FOUANI NIGERIA LTD(MAXI SUPPLY FZE)
JULY 2022-PRESENT , DUBAI, UAE

- Handling Nigeria, congo, Dar es Salaam and Matadi shipment & Nigeria shipments for companies like Hisense, LG, Nutrimental, Dorco, PFN Etc..
- Obtaining the proforma invoice(PI) to be sent to supplier, preparing pi to be sent to fouani NIGERIA ltd to issue the import permit or form M.
- Preparing all the documents that will be sent to FOUANI NIGERIA LTD.(CI, PL, CCVO,B/L,SONCAP ect. & enter final invoice to CITI/ direct recording freight charges.
- Follow up with the supplier on the documentation process, Placing the shipment with the shipping line & Keeping track of all payments including payroll & other expenditures

LOGISTICS OPERATIVE ASSOCIATE

RIVIGO LOGISTICS
DEC 2019-JULY 2020, WHITFIELD BANGALORE

Logistics associates assist in the management of an organizations's logistics systems coordinating shipment & distribution of goods, inspecting goods and materials, tracking shipment, manageing inventory & communicating with customers & theird party service.

MYNTRA WAREHOUSE ASSOCIATE

MARCH 2019-OCTOBER 2019, WHITEFIELD BANGALORE

Handling all duties pertaining to the processing organziation, and packing of goods that are sent to warehouse for storage. Taking inventory off all warehouse goods and operate all material handling equipment to load and unload goods.

EDUCATION

- MBA IN LOGISTICS & SCM(2022) - American Heritage University-Bangalore,India
- BBA(2018) : Calicut University- Kerala,India
- DIPLOMA IN LOGISTICS & SCM(2019) Sted Council-Kerala,India