

Muhammad Sinan A

Logistics Incharge/ Executive

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Profile

Dedicated logistics professional with 1.5 years of experience in supply chain management, transportation, and inventory control. Proficient in coordinating shipments, optimizing routes, and ensuring timely delivery. Skilled in using logistics software and maintaining accurate records. Ready to contribute expertise to a forward-thinking organization.

Education

2020 – 2023 Mangalore, India	Bachelor of Business Administration in Logistics and Supply Chain Management <i>Srinivas University,</i>
2018 – 2020 Vittal-Mangalore, India	Pre-University Education <i>Vittal Pre University College, Vittal.</i>

Professional Experience

02/2023 – 07/2024
Mumbai, India

Logistics In charge

Heat Solutions Pvt.ltd.

Production Follow-Up with Suppliers & Tracking:

- Collaborate closely with suppliers to monitor production schedules.
- Maintain meticulous records to track order progress.
- Ensure timely delivery of raw materials and finished goods.

Export Packing & Sticker Preparation:

- Skillfully prepare export packages, adhering to international standards.
- Affix shipping labels, barcodes, and other essential stickers.
- Safeguard product integrity during transit.

Transportation Coordination & E-Waybill Generation:

- Coordinate with carriers, freight forwarders, and transport companies.
- Plan optimal routes to minimize transit time and costs.
- Generate electronic waybills (E-Waybills) for seamless movement.

Material Test Certificate (MTC) Preparation and Tracking:

- Prepare MTCs for quality assurance and compliance.
- Monitor MTC documentation throughout the supply chain.

Forwarder Coordination for Export Documentation:

- Collaborate with forwarders to prepare shipping bills.
- Validate certificates of origin and bills of lading.
- Ensure accurate export documentation for customs clearance.

E-Tender Management (India, Kuwait & Qatar):

- Download and upload tender documents for bidding processes.
- Participate in electronic tenders to secure contracts.

Local Supplier Quotations:

- Solicit competitive quotes from local suppliers.
- Evaluate pricing, terms, and conditions.
- Facilitate procurement decisions.

Manufacturer Sourcing:

- Identify potential manufacturers and vendors.
- Evaluate their capabilities, quality standards, and reliability.
- Establish strong partnerships to enhance the supply chain.

12/2022 – 02/2023

Mumbai, India

Logistics Intern*Heat Solutions Pvt Ltd*

- Assisted in monitoring production schedules.
- Tracked orders and maintained accurate records.
- Ensured timely delivery of materials.
- Prepared export packages according to industry standards.
- Affixed shipping labels and other essential stickers.
- Contributed to safe and efficient packaging.
- Coordinated with carriers and transport providers.
- Assisted in route planning for efficient transportation.
- Generated electronic waybills (E-Waybills).
- Supported the preparation and documentation of MTCs.
- Tracked MTCs throughout the supply chain.
- Collaborated with forwarders to prepare shipping documents.
- Verified certificates of origin and bills of lading.
- Assisted in ensuring accurate export paperwork.
- Gained exposure to electronic tendering procedures.
- Assisted in obtaining competitive quotes from local suppliers.
- Evaluated pricing and terms.
- Contributed to procurement decisions. Assisted in identifying potential manufacturers and vendors.
- Participated in evaluating capabilities and quality standards.
- Supported the sourcing process.

Skills

Effective Time Management	● ● ● ● ●	Problem-Solving	● ● ● ● ●
Ability to Multitask	● ● ● ● ●	Tracking & Monitoring	● ● ● ● ●
Microsoft Office & Excel	● ● ● ● ●	LCL, FCL, CFS, Cargo Stuffing & Inco terms	● ● ● ● ●
Route Planning & Vehicle Placement	● ● ● ● ●	RFQ Managment	● ● ● ● ●
Freight Coordination, Import & Export	● ● ● ● ●	Documentation	● ● ● ● ●
Supply Chain, Optimization	● ● ● ● ●		

Languages

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|-----------------------------|---------|----------------------------|
| • English | • Hindi | • kannada |
| • Malayalam | • Tamil | • Tulu (Regional Language) |
| • Beary (Regional Language) | | |