

# Muhammed Ashque Thaithodi

## Logistics Coordinator

As a Logistics Coordinator, I specialize in managing the end-to-end supply chain process, ensuring timely and cost-effective delivery of goods while maintaining compliance with international trade regulations. My role involves coordinating with suppliers, transport providers, and customs authorities, preparing accurate documentation, and resolving logistical challenges to streamline operations. With a focus on efficiency and attention to detail, I contribute to optimizing workflows and enhancing overall operational success.



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## WORK EXPERIENCE

### Corporate Logistics Coordinator

Faisal Jassim Group of Companies

03/2023 - 03/2025

United Arab Emirates

Faisal Jassim Group of companies, is flagship entity established in 1988, specializes in the engineering, manufacturing and trading of products and systems, in the electrical and mechanical fields related to the building services industry.

#### Achievements/Tasks

- Organized and executed import shipment clearance and transportation from Jafza port and local dispatches across the UAE for all 13 sub-companies ensuring timely and cost-effective deliveries while maintaining high service standards. This contributed to improved operational efficiency and customer satisfaction.
- Experienced in handling airfreight import shipments. Coordinated with freight forwarders, airlines, customs, and shippers to ensure smooth cargo movement and timely collection and delivery.
- Coordinated and managed delivery order collection from clearing agents. This facilitated smooth and timely pickups, minimizing delays and optimizing the flow of goods.
- Organized daily deliveries with in-house and external transporters, managing schedules, routes, and truck availability to ensure on-time deliveries. Worked with teams to understand their needs, tracked shipments, and handled paperwork, including delivery notes and tax invoices.
- Liaising with shipping Lines, Forwarders, customs, DP world, PCFC and Warehouse Team.
- Proactively track the ETA of shipments through online.

### Sales Executive

Gems Marketing &Co

01/2021 - 07/2022

Kerala, india

#### Achievements/Tasks

- consistently exceeded sales targets by effectively managing client relationships and identifying cross-selling and upselling opportunities. This contributed to significant revenue growth for the region

## EDUCATION

### Bachelors in commerce

University of Madras

04/2017 - 04/2020

Madras, india

#### Courses

- Computer applications

## SKILLS

Supply Chain Management

Transportation Management

Freight Management

Import & Export Operations

Dubai Trade

Customs Clearance

Customs Inspection

KPI monitoring

Problem Solving

Time Management

Delivery Order Collection

Freight invoice processing

Mofa Attestation

Customs document submission

## CERTIFICATES

UAE Driving license (05/2024 - 05/2026)

Dubai customs representative card

## LANGUAGES

English

*Native or Bilingual Proficiency*

Hindi

*Professional Working Proficiency*

Tamil

*Native or Bilingual Proficiency*

Malayalam

*Native or Bilingual Proficiency*