



PRISTY SEBASTIAN

Abu Dhabi | +971566511374 | pristy.sebastian97@gmail.com

Visa Type & Validity: **Visit Visa – 12th Dec 2023.**

Passport Number & Validity: **P2265713 – 3rd Jan 2027**

PROFESSIONAL SUMMARY

- Three years of proven work experience in Logistics and Warehouse Operation Management, Data Analysis, Customer Support and Client Relationship.
- A dedicated professional with proven expertise in managing logistics operations in a computerized environment.
- Excellent career record of achieving set goals within parameters of time, speed, cost, and quality and resource utilization.
- Dynamic and friendly personality with ability to work under pressure for long hours and achieve goals successfully.
- Hold a degree of Bachelor of commerce from Madurai Kamaraj University.
- I am proficient in using MS Excel & MS Word.

AREAS OF EXPERTISE

- Operations Excellence
- Strategic Planning, Scheduling & Execution
- Material Management
- Problem Solving & Decision Making
- Communication Skills
- Procurement and Inventory Control
- Relationship Management
- Warehousing and storage
- Supply Chain Management

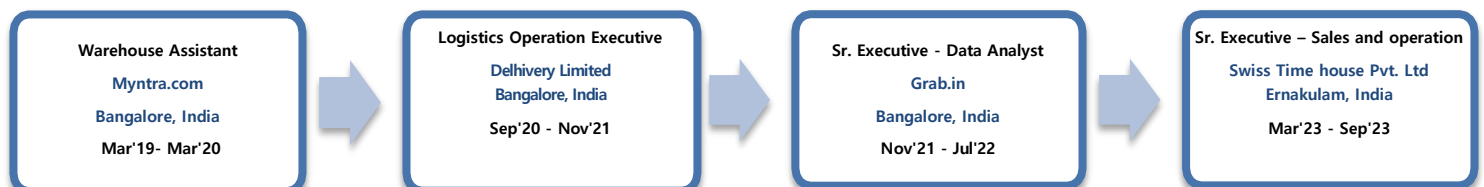
EDUCATION/ CERTIFICATIONS

- **B.COM.** from Madurai Kamaraj University.
- **Diploma in Logistics and Supply Chain Management** from Sted Council.
- Certified in **MS Office Specialist for Office Excel 2016.**
- Certified in **Distribution and Logistics Management** from University of Dubai.

TECHNICAL SKILLS

- Microsoft Office™ (Word™, Excel™ PowerPoint™)

CAREER MILESTONES



EXPERIENCE

Logistics Management

- Exhibited excellent skills in planning, coordinating and supervising all Logistics related activities.
- Proficient in handling First Mile Manifestation to Last Mile operations
- Continuously coordinate all shipment related activities with Sales team, B2B Client & Customer to keep the proper tracking of the shipments.
- Handling Inbound, Outbound & transit documentation.
- Regularly coordinate with Truck Vendors for the shipment arrival status.
- Receiving Loads, Managing Dispatches and connections of shipments across various region.
- Pre-calling Customers before dispatch to avoid delivery failures to meet compliance.
- Managing Field executive's and truck driver's by assigning them to different locations where the shipments needs to be delivered.
- Maintain data for inbound and outbound shipments and updating the status to client.
- Uploading the proof of delivery in system with seal & Stamp from the B2B Customers.
- Coordinating with client & transport team for priority delivery shipments.
- Collecting the number of trip data for vehicles per day from stakeholders and cross checking with vendors to process payments through finance team.
- Collection of Cash on Delivery Amount from Field Executives and managing the depositions to the company.
- Closing all the dispatched vehicles at the end of the day in system and undelivered shipments are returned to hub for next day delivery attempt.
- Daily Auditing for the prevention of loss at the center.

Warehouse Management

- Managing and Supervising Pickers, Sorters and flushing manpower to maintain hourly productivity
- Downloading the Ageing and missing shipment data from WMS. Assigning a separate team to track and reduce Ageing percentage.
- Submitting ageing reports to higher Management.
- Ensuring all the products are quality checked before packing.
- Segregation of good according to the regions of the consignee.
- Outbound of good for mid-mile operations is performed to the assigned last mile centers.

Personal Details

Date of Birth: 08th SEP 1997

Nationality: Indian.

Gender: Male.

Marital Status: Single.

Linguistic Abilities: English, Malayalam, Tamil & Hindi.
