

ABBAS KHAN N R

LOGISTICS COORDINATOR

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PROFESSIONAL SUMMARY

Proactive and detail-oriented Logistics & Supply Chain Executive with over 3 years of experience in coordinating logistics operations, inventory management, and supply chain optimization. Skilled in planning and tracking shipments, supervising warehouse activities, and ensuring timely delivery to customers. Equipped with strong communication, organizational, and documentation skills, alongside technical proficiency in MS Office and logistics systems. Holds a BBA and professional certification in Ground Staff Services. Actively seeking opportunities in logistics, warehouse coordination, or supply chain roles where efficiency, teamwork, and growth are valued.

PROFESSIONAL EXPERIENCE

LOGISTICS COORDINATOR

2023 - Present

Emirates Snack Foods LLC, Dubai, UAE

- Coordinated and monitored end-to-end supply chain operations across multiple warehouse locations.
- Supervised logistics staff including drivers and warehouse workers to ensure timely dispatch and receiving.
- Tracked shipments and ensured delivery deadlines were met as per customer requirements.
- Maintained stock logs and executed orders accurately using logistics software.
- Prepared detailed reports for management on inventory, stock status, and order fulfillment.
- Managed inbound and outbound logistics documentation, ensuring accuracy and timely filing.
- Liaised with procurement and sales teams to ensure stock availability and minimize delays.
- Conducted routine warehouse inspections to ensure inventory accuracy and storage compliance.
- Oversaw proper loading/unloading procedures and ensured space optimization in warehouse.
- Assisted in vendor coordination for transportation services and negotiated delivery schedules.

EDUCATION

Bachelor of Business Administration (BBA) - University of Madras – Tamil Nadu, India

Higher Secondary Education - Kerala State Board, India

CERTIFICATIONS

- Aptech Certified Professional in Ground Staff Services

PROFESSIONAL SKILLS

- Logistics Coordination
- Warehouse & Inventory Control
- Supply Chain Planning
- Dispatch & Delivery Management
- Documentation & Reporting
- Shipment Tracking
- Team Supervision
- Quality and Compliance
- Customer Service Support
- Time Management

TECHNICAL SKILLS

- MS Excel & Word
- Email & ERP systems
- Basic knowledge of logistics software
- Ground Staff Operations

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

ADDITIONAL INFORMATION

- Recognized for maintaining strong coordination between warehouse teams, transport vendors, and customers to ensure smooth end-to-end delivery operations.
- Gained hands-on experience using logistics software and digital tools to optimize inventory flow and minimize dispatch errors.
- Always maintained a safety-first mindset while handling warehouse materials and machinery, contributing to a zero-incident record.
- Possess a strong willingness to take on responsibilities beyond assigned duties, often assisting with process improvements and warehouse organization.