

Aakif Hummaid K

Logistics Coordinator | Supply Chain Executive

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PROFESSIONAL SUMMARY

Results-driven professional with hands-on experience in operations, documentation management, and cross-functional coordination within high-volume process environments. Skilled in managing end-to-end document flow, ensuring accuracy, compliance, and timely completion aligned with logistics and supply chain standards. Adept at optimizing workflows, maintaining 98% quality within strict SLAs, and supporting export-related documentation and reporting. Proficient in ERP systems (Oracle NetSuite, Cezcon CRM), Power BI, and MS Office for data tracking, KPI analysis, and process improvement. Currently seeking to contribute to efficient logistics operations and supply chain performance in the UAE market.

CORE COMPETENCIES

- Logistics & Supply Chain Operations
 - Documentation & Records Management
 - Inventory & Warehouse Control
 - Dispatch & Delivery Coordination
 - Process Optimization & SLA Management
 - Vendor & Stakeholder Communication
 - KPI Reporting & Data Analysis
 - ERP Tools : Oracle Netsuite & Cezcon CRM
 - Tools : MS Office & Power BI
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PROFESSIONAL EXPERIENCE

Employer: Wipro Ltd – Chennai , India

Dec 2024 –July 2025

Role: Subject Matter Expert

- Oversaw daily operations in the US Mortgage process, ensuring accuracy, SLA adherence, and quality compliance.
- Coordinated with cross-functional teams to track cases, resolve escalations, and maintain a smooth workflow.
- Conducted process audits, performance reviews, and quality checks to ensure operational excellence
- Supported client interactions and internal reporting, providing updates on productivity and error trends.
- Trained and guided new team members on process standards and system tools, improving overall team efficiency.
- Allocated daily tasks and monitored workload distribution to maintain process balance and meet turnaround targets.
- Analyzed daily volume trends and performance reports to forecast resource requirements and maintain SLA achievement.

Key Achievements

- Achieved 98% Quality both Internal and External.
- Improved client satisfaction by achieving consistent 6-hour SLA compliance.

- Enhanced team productivity by 15% through workflow optimization initiatives.

Role: Process Executive**Nov 2022-Nov 2024**

- Managed high-volume operational workflows with a strong focus on data accuracy and timely completion.
- Conducted document verification, data validation, and case reviews in line with client guidelines.
- Supported back-office operations through report generation, database updates, and client correspondence.
- Participated in continuous process improvement initiatives to enhance efficiency and minimize rework.

Employer: Axa Leather Group – Vaniyambadi , India**May 2021–Oct 2022****Logistics Coordinator**

- Managed end-to-end operational flow of leather shipments, ensuring timely delivery and accurate documentation for export compliance.
- Maintained and verified export/import documents including commercial invoices, packing list, certificate of origin, and delivery notes.
- Coordinated with suppliers, freight forwarders, and internal teams to optimize inventory allocation and track volume trends.
- Prepared reports on shipment status, inventory levels, and process performance to support management decision-making.
- Supported preparation and verification of export-related files such as commercial invoices, packing lists, certificates of origin, and delivery notes.

CERTIFICATIONS

- Logistics and Supply Chain Fundamentals, Design, Operations – Udemy
- Introduction to Supply Chain Planning and Scheduling – TCS ION
- Understanding Vendor Management – TCS ION
- Microsoft Power BI – Udemy
- Excel for Data Analysis – Udemy

EDUCATION**MBA in Logistics and Supply Chain Management (2022-2024)**

University of Madras, Chennai-India

Bachelor of Computer Science (2018 - 2021)

Islamiah College , Vaniyambadi – India

ADDITIONAL INFORMATION

- Languages: English, Hindi, Urdu, Tamil
- Nationality: Indian
- Visa Status: Visit Visa