



SUBITH RAJAN

Inventory and Logistics Coordinator

Personal Info

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- +971 509741752
- Al Qasimiya, SHARJAH,
United Arab Emirates
- India
- 10/03/1993

Education

- **Diploma In Civil Engineering**
MP Telegraph And Wireless Collage
2013 - 2015
- **HSC**
PNMGHSS
2011 - 2013
- **SSLC**
PNMGHSS
2011

Skills

facility management
fleet management
Manpower planning
Multi-tasking
Order Management
Organize
Team leading
Trading
Communication Skills

Summary

To be associated with an organization having professional environment to enhance my skills and upgrade organization & myself to the highest levels of proficiency while enabling the organization to achieve its target and to use my current knowledge into practical use.

Work Experience

Inventory and Logistics Senior Coordinator, Blue Rhine General Trading LLC, Dubai

2023 - Present

Key responsibilities:

- Delivering the orders to the customers within a 3hrs TAT.
- Handling the stock efficiency for all the branches by Cycle counting physically and systematically
- Managing the Floor, Guiding, supporting, and Motivating subordinates to display a high level of individual performance to achieve the objectives of the company.
- Prepare accurate reports for the manager.
- Monitoring E-commerce orders for all the branches and keeping the stock accurate.
- Checking in factory premises & and 5s check sheet regularly.
- Planning of manpower and monthly off for both Staff and Outsource.
- Handling fleet management, time-to-time vehicle services, and taking different quotations from different Service centers.
- Handling Exports for Qatar, Kuwait, Bahrain, Saudi Arabia, Oman, and Turkey.
- Verifying the Inbound Shipments and stacking them in allocated locations.
- Warehouse facility management.

Logistic Coordinator, NOON L.L.C

2021 - 2023

Languages

English

Malayalam

Hindi

Tamil

Key responsibilities:

- Assist in Receiving the shipments, sorting and departing the shipments on time.
- Respond to shipping complaints, lost items, damages assisting with the entire logistics process.
- Managing the Floor, Guide, support and Motivate subordinates to display high level of individual performance to achieve objectives of the company.
- Prepare accurate reports for the Team Leaders and Supervisors. Different modules of WMS experience, such as Receiving, Put-away, Picking, Packing using (PDA Device).
- Monitoring Dispatch planning as per customer requirement.
- Organize vehicle as per Dispatch. Manage Team, Coworker & MHE Operator Planning and Managing logistics warehouse transportation.
- Placing Shipment on the basis of Customers Priority. Updating Dispatch details.
- Co - ordination with transports for vehicles.
- Awarded as a Best Employee & Multitask.

Warehouse Coordinator, Romana Distillery, India

2019 - 2021

Key responsibilities:

- Handled Inbound and Outbound Romana DC. Transport Management System (ITMS) used for Low Flow goods.
- Material Inbound & Outbound, Inventory, Tax invoice and Generating E Way Bills.
- Coordination between warehouse material management, Monitoring Dispatch planning as per customer requirement.
- Organize vehicle as per Dispatch. Manage Team, Coworker & MHE Operator Planning and Managing logistics warehouse transportation.
- Maintaining FIFO. Placing Shipment on the basis of Customers Priority.
- Handling Customers Problems & taking corrective preventive action & how to overcome the complaints.
- Weekly shift planning for both the staff & workers.

Hobbies

Listening Music, Watching Movies, Playing and Watching Cricket, Photography, Videography and travelling