

AMAL FAIZ K T

Dubai, UAE | +971 56 385 3013 | amalfaiz07@gmail.com

Visa Status: Employment Visa (valid until 22/12/2025)

Nationality: Indian

PROFESSIONAL SUMMARY

Logistics Coordinator with over 2 years of experience in managing end-to-end logistics operations, including import/export documentation, warehouse inventory control, and handling temperature-sensitive cargo. Proficient in coordinating with freight forwarders, customs clearance agents, and cross-functional internal teams to ensure timely and compliant delivery of goods. Experienced in ERP systems such as SAP, warehouse management systems (WMS), and logistics software. Highly organized, detail-oriented, and effective in fast-paced, deadline-driven environments.

CORE COMPETENCIES

- Supply Chain & Logistics Coordination
 - ERP Systems (SAP), WMS & LFS
 - Warehouse Operations & Inventory Control
 - Supplier & Vendor Management
 - Cold Chain & Temperature-Controlled Shipments
 - Freight Forwarding
 - Import/Export Documentation (B/L, CO, CI, P/L)
 - Customs Clearance & Trade Compliance
 - Microsoft Office (Excel, Word, Outlook)
 - Demand Forecasting & Order Management
-

PROFESSIONAL EXPERIENCE

Logistics Coordinator

Lulu Group International- Dubai, UAE, November 2023- Present

- Coordinated the smooth and timely movement of domestic and international shipments by managing logistics operations including shipment handling, inventory control, and warehouse management, ensuring reliable supply chain flow
- Improved stock accuracy by 20% and reduced errors through effective warehouse management, including receiving, organizing, and tracking inventory with updated procedures
- Trained and supervised junior logistics staff, enhancing team compliance with safety and operational procedures, which increased overall efficiency and reduced handling mistakes
- Resolved daily logistical challenges by collaborating closely with internal teams and external partners to optimize delivery schedules and minimize delays, maintaining a high level of customer satisfaction

- Successfully managed end-to-end import operations, including precise documentation preparation, customs clearance, and freight coordination, resulting in reduced clearance time and fewer shipment holdups
- Ensured full compliance with UAE and GCC import regulations by meticulously handling critical documents such as Commercial Invoices, Packing Lists, Bills of Lading, Certificates of Origin, and Phytosanitary/Health Certificates, minimizing customs delays
- Maintained product quality by arranging and overseeing cold chain logistics for temperature-sensitive goods, adhering strictly to food safety standards and reducing spoilage risks
- Supervised daily warehouse functions including goods receiving, put-away, inventory control and dispatch; ensure FIFO/LIFO practices are applied for perishables
- Planned and executed air and sea freight shipments, balancing transit time and freight cost optimization
- Reduced shipment lead times by 15% through proactive planning and close coordination with suppliers and freight forwarders, enhancing overall operational efficiency
- Achieved a 98% on-time delivery rate for perishable imports by streamlining air freight schedules and customs procedures, contributing to consistent product availability

Customer Service Executive, AI Airport Service Limited

Calicut International Airport, Kerala, December 2022-August 2023

- Delivered end-to-end passenger service, ensuring seamless check-in, boarding, and arrival processes
- Expertly handled customer complaints, providing innovative solutions and maintaining high customer satisfaction levels.
- Verified immigration documentation and facilitated efficient check-in-processes
- Coordinated announcement and boarding procedures to ensure timely and organized passenger management Achieved
- Achieved appreciation from Fly Dubai for exceptional job performance

EDUCATION

- **Bachelor of Business Administration**

Calicut University | 2019- 2022

CERTIFICATION

- IATA Certification, Vision School Aviation
- Cargo Introductory (Achieved distinction)
- Aviation Security

DRIVING LICENSE

- Valid UAE Light Vehicles Driving License