



# MUHAMMED SHAHIN S

Logistics Coordinator

Experienced Logistics Coordinator with 1 year of proven success in optimizing supply chain operations. Achieved 20% reduction in transportation costs through strategic scheduling. Maintained 100% compliance with tax regulations. Expert in inventory management, fostering distributor relationships, and ensuring warehouse integrity. Skilled in SAP and MS Office.

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## WORK EXPERIENCE

### Logistics Coordinator

May 2023 - Apr 2024

Merry Time Cream Foods Pvt Ltd, Trivandrum

- Efficiently generated e-invoices and e-way bills, ensuring compliance with tax regulations and facilitating smoother logistics operations.
- Developed and managed a comprehensive goods transferring schedule, optimizing delivery times and reducing transportation costs.
- Strategized stock transfer-in and transfer-out planning, maintaining inventory accuracy and preventing overstocking or stockouts.
- Coordinated daily distribution activities, enhancing the efficiency of supply chain operations.
- Fostered and maintained strong relationships with distributors, improving network reliability and service quality.
- Monitored daily temperature of warehouse cold storage, ensuring the integrity and quality of temperature-sensitive goods.
- Conducted weekly inventory checks, identifying discrepancies early and maintaining accurate stock levels.

## ACADEMIC QUALIFICATION

### Professional Diploma in Logistics and Supply Chain Management

IMS Institute - 2023

### Bachelor of Commerce in Travel and Tourism Management

Kerala University - 2021

## PROJECTS

### Study of Hill Tourism with Special Reference to Munnar

Conducted comprehensive study on hill tourism, focusing on Munnar, submitted as a project report to the University of Kerala for Bachelor of Commerce with Tourism and Travel Management degree fulfillment.

## CERTIFICATIONS

### The Chartered Institute of Logistics and Transport

IMS Institute - 2023

### SAP Office Course

IMS Institute - 2023

### MS Office Course

IMS Institute - 2023

## SKILLS

### Hard Skills

Shipping Documentation | Database Management | Bookkeeping | Filing and data archiving | Mail handling | Sorting and labeling | Deadline and scheduling management | Warehouse Operations | Supply Chain Management | Transportation | Vendor Management | Inventory Management | Materials Management | Freight Forwarding | Shipping and receiving operations | Order picking and processing | Quality checks | Staff Management | Loading and unloading | Contract Negotiation

### Soft Skills

Communication | Analytical Skills | Customer Service | Problem-Solving | Attention to Detail | Time Management

### Technical Skills

Microsoft Excel | Microsoft Word | Microsoft PowerPoint | Tally Prime

## LANGUAGES

English | Hindi | Malayalam | Tamil

## PERSONAL INFORMATION

Gender : Male

Nationality : Indian

Date of Birth : 23/09/2000

Passport No : X7180779

Visa Status : Visit Visa