

Sona Suresh

Transport Manager

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DUBAI, Dubai, UAE

Experienced Transport Manager at Hastenway Shipping LLC with a strong background in coordinating and planning operations, handling various shipments, improving delivery performance, cost management, and maintaining customer relationships.

Work Experience

Transport Manager

Hastenway shipping LLC | UAE

Jan 2024 - Present

- Oversaw strategic direction and coordination of tasks and operations to optimize transportation systems.
- Enhanced transportation performance through timely and efficient delivery solutions.
- Engaged with DP World, Dubai Trade, and Calogi for effective shipment handling.
- Fostered strong relationships with customers and shipping lines for smooth operations.
- Managed invoicing for FRESA and I PACK, ensuring precise financial documentation.
- Handling ADM booking
- Managed FCL, LCL & AIR local shipment logistics.
- Enhanced cost management & order tracking systems

Logistics Coordinator

Hastenway shipping LLC

Jun 2020 - Dec 2023

- Managed token generation, amendments, cancellations, DPC extensions, vehicle registration, and gate pass processes via Dubai trade.
- GCC Transport
- Fostered strong relationships with vendors, suppliers, and warehouse teams.
- Exercised professional decision-making in a fast-paced environment.
- Strategically allocated drivers for specific deliveries and handled necessary documentation.
- Coordinated with agents for seamless port deliveries.
- Optimized delivery routes based on location and driver availability.
- Efficiently managed communication through phone and email, ensuring timely responses and documentation.
- PersonPass - PCFC
- Executing all the tasks as per the requirement of the operations department
- Prepared delivery notes and coordinated material delivery with precision.
- Executing all the tasks as per the requirement of the operations department
- Ensure compliance with company standards and procedures.

Core Skills

Time management, Dedication, Leadership, Quick learner, Problem sloving skill, Customer service skills, Strategic thinking, Strong negotiation, Positive attitude

Education

Amrita School of Arts and Sciences

Jun 2017 - May 2020

BBA - Logistics management

Languages

English (fluent), Hindi (fluent), Malayalam (fluent)