

## **NIJIL M. A**

**Dispatch/ Logistics Coordinator | Procurement & Operations Management**

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## **PROFESSIONAL SUMMARY**

Experienced Logistics and Operations Professional with over 5+ years of expertise in logistics and dispatch coordination, retail operations, procurement, and accounting. Proven ability to streamline supply chain processes, manage carrier relationships, and support financial reporting and marketing strategies. Skilled in managing shipments across USA and Canada, handling ERP/TMS systems, route planning, and KPI reporting. Proven expertise in procurement, vendor negotiation, inventory control, and financial reporting. Strong background in optimizing logistics flows, reducing costs, and ensuring compliance with USA and CANADA regulations.

## **PROFESSIONAL EXPERIENCE**

### **Dispatch / Logistics Coordinator (Full Time)**

SELEN LOGISTICS INC | A DIVISION OF SELEN TRANSPORT INC | Mar 2023 – Present  
Adoor, Kerala

- Managed USA/Canada dispatches, ensuring timely, cost-effective deliveries.
- Coordinated with carriers/drivers and resolved route issues.
- Tracked shipments via TMS/GPS, ensuring SLA compliance.
- Aligned dispatch with warehouse/inventory for smooth fulfilment.
- Handled trip sheets, fuel logs, and maintenance records.
- Supported import/export through US and Canadian ports.
- Generated daily logistics performance reports.
- Improved routing, reducing turnaround time by 15%.

### **Logistics Coordinator (Full Time)**

Optima Freight LLC – Subsidiary of Simple Business Consultants Pvt. Ltd | Feb 2020 – Feb 2023  
Ernakulam, Kerala

- Managed domestic/international (sea & road) shipments, ensuring timely delivery.
- Prepared BOLs, invoices, and certificates of origin.
- Maintained carrier/customer agent relations and ensured USA/Canada compliance.
- Tracked shipments using ERP/freight systems and updated clients.
- Coordinated with warehouse teams for inventory and space optimization.
- Reported logistics KPIs to management for process improvements.
- Ensured compliance with Incoterms, HS codes, and trade regulations.

**Business Head / Accountant (Part Time)**

Amaya Fancy Studio | Aug 2017 – Jan 2020  
Thrissur, Kerala

- Managed daily retail operations and financial oversight for multi-category store.
- Handled P&L statements, budgets, and monthly reports.
- Cut operational costs by 15% through strategic budgeting.
- Led procurement and supplier negotiations, boosting profit margins.
- Boosted revenue 25% by analysing trends and planning marketing.
- Led procurement, managed vendors, negotiated contracts, and ensured timely stock replenishment.

**EDUCATION**

- **Diploma in Business Intelligence - Sahara Livewire, Thrissur, Kerala | May 2023**
- **Bachelor of Business Administration in Logistics - Bharathiar University / IIBMR College, Thrissur, Kerala | May 2019**

**CORE COMPETENCIES**

- Dispatch & Transportation Coordination
- International Operations
- Supply Chain & Logistics Management
- Import/Export transportation Documentation
- Route Optimization & Fleet Management
- Procurement & Vendor Negotiation
- Inventory Control & Stock Planning
- ERP & TMS Software
- KPI Monitoring & Performance Reporting
- Financial Accounting & Budget Management
- Cost Control & Operational Efficiency
- Data Analysis & Business Intelligence
- Customer Service & Client Communication
- Team Leadership & Cross-functional Collaboration
- HS Codes, Incoterms & Trade Regulations
- Microsoft Excel, Word, Outlook

**LANGUAGES**

English (Fluent) | Malayalam (Native) | Hindi (Conversational) | Tamil (Conversational)

**ADDITIONAL INFORMATION**

- Indian Driving License – Valid
- Currently on Visit Visa in UAE
- Available for work visa sponsorship and immediate employment