



Pavindas Pattathil

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Profile

Detail-oriented and efficient Logistics Executive with over 7 years of experience in cargo handling, warehouse operations, supply chain coordination, and documentation management. Proven expertise in optimizing cargo flow, implementing SOPs, and ensuring compliance with international shipping regulations. Seeking to contribute strong operational knowledge and analytical skills to a dynamic logistics or warehouse management team.

Work Experience

06/2022 – present
UAE

Logistics Executive cum Document Controller | Indel Gulf Cargo LLC, Dubai

- Coordinated air cargo shipments with airlines and logistics partners.
- Implemented SOPs aligning with international shipping and safety standards.
- Managed cargo documentation, hazardous materials, and inventory tracking.
- Supervised cargo unloading, sorting, and warehouse operations.
- Provided customer support by addressing shipment inquiries and resolving issues promptly.
- Processed invoices, prepared reports, and supported process improvements.

11/2016 – 12/2021
India

Warehouse Clerk cum Admin Assistant | Eurotech Group of Companies Pvt Ltd, Kerala

- Received, inspected, and processed incoming shipments and stock.
- Coordinated dispatch activities and prepared delivery orders.
- Resolved logistics and transportation-related issues.
- Managed inbound and outbound shipment documentation.
- Maintained accurate records of stock movement and returns.
- Ensured proper storage and warehouse cleanliness.
- Performed data entry and prepared shipping labels and invoices.

Key competencies and skills

- Cargo and freight handling, including import/export documentation and air cargo procedures
- Warehouse operations, inventory control, and ERP-based reconciliation
- Inbound/outbound shipment processing, transportation coordination, and customer service
- Staff supervision, resource allocation, and shipping/receiving operations
- Invoice management, document control, and product return handling
- SOP implementation, safety compliance, and continuous process improvement
- Proficient in MS Office, Tally, and typing (40+ wpm)

Education and Certifications

- **Bachelor of Commerce (B.Com)** | University of Calicut, India | 2010 – 2013
- **PGDCA** (MS Office, Typing) – 2014 – 2015
- **DFA** (Accounts, Tally) – 2014 – 2015

Personal Information

- Address: Al Zarooni 6, Al Mankhool, Bur Dubai
- Date of Birth: 28/08/1992
- Languages known: English | Hindi | Tamil | Malayalam