



# Younus Khan

Logistics and Warehouse Coordinator

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📍 Dubai Investment Park, Dubai, UAE

📅 Passport No: U9848750 (Expiry: 31-03-2031)

Visa Status: On Visit (Valid till 10th Feb 2025)

Joining Status: **Immediate**

## SUMMARY

Logistics Operation Executive and Warehouse Coordinator with 3.7 years of experience at Cochin International Airport (Aviation/MRO). Skilled in optimizing supply chain operations, ensuring timely deliveries, and fostering strong business relationships. Expertise in managing shipments, analyzing industry trends, and implementing best practices to enhance efficiency and reduce costs.

Proficient in freight forwarding, warehouse coordination, online shipping bill filing, obtaining plant quarantine certificates, and managing transportation logistics. Experienced in maintaining shipment records, creating waybills for both Non-DG and DG shipments, and utilizing advanced logistics tools and technologies.

## EXPERIENCE

### Logistics Operation Executive

**Space International Air Travels Pvt Ltd (division of Lulu Group International) Cochin.Kerala.India**

03/2023 - 11/2024

#### Coordinated and Optimized Supply Chain Operations

- Effectively managed a broad range of supply chain activities, ensuring timely deliveries and improving overall operational efficiency.

#### Freight Forwarding Management

- Successfully handled freight forwarding processes, including online filing of shipping bills and obtaining plant quarantine certificates, achieving 100% compliance and zero shipment delays.

#### Logistics and Shipment Streamlining

- Streamlined transportation logistics by maintaining detailed monthly shipment updates and generating accurate waybills for both DG and Non-DG shipments, reducing errors by 20%.

#### Cost Optimization in Freight Management

- Negotiated competitive transportation quotes for DG and Non-DG shipments, minimizing freight costs while upholding service quality and efficiency.

#### Shipment Booking and Compliance

- Ensured smooth shipment bookings and obtained DG approvals by adhering to transit times, sailing schedules, and special conditions, resulting in a 99% on-time delivery rate.

#### Documentation and Coordination

- Maintained flawless shipment documentation by sharing MSDS and DG declarations with shipping lines and coordinating container releases, effectively avoiding shipment delays.

#### Customer Communication and Support

- Provided customers with timely updates on vessel schedules and shipping line details, while coordinating with dispatch teams for precise loading information, leading to improved customer satisfaction.

### Warehouse Coordinator

**RAPID FREIGHT SERVICES. Cochin. Kerala. India**

05/2021 - 02/2023

- Ensure compliance with safety and hazardous material regulations in daily operations.
- Plan and manage logistics, inventory, and stock levels efficiently.
- Monitor safety practices and conduct risk assessments.
- Label, store, and track hazardous goods while maintaining proper stock control.
- Handle and move hazardous materials safely within the warehouse.
- Prepare and manage documentation for hazardous material storage, transport, and disposal
- Ensure compliance with DG transport regulations (IATA, IMDG, ADR).

- Oversee shipping, receiving, packing, and labeling of DG goods.
- Manage daily tasks related to packing, labeling, and storage of hazardous goods. Assist in preparing DG and Non-DG declarations accurately.

## EDUCATION

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Accounting and Taxation 2022  
Centre for Development of Imaging Technology (C-DIT) - **Diploma in Foreign Accounting**

Accounting 2021  
University of Kannur, India - **Bachelor of Commerce**

## CERTIFICATES

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**Certified Diploma in Logistics and Cargo Operation** 2022  
JAIN Deemed-to-be-University  
Logistics, Warehousing, Inventory Management, and Supply Chain Management (Sea Cargo, Air Cargo)

## SKILLS

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I-FRT Software	Advanced	Interpersonal Skills	Advanced
F-Studio (Mentoring) Logistics	Advanced	Logistics Software	Advanced
Royal Impex Export	Advanced	Microsoft Office Suite	Advanced
MS Office (Advanced Excel)	Advanced	Transportation Management	Advanced
Tally ERP 9	Advanced	Inventory Management	Advanced
Supply Chain Management	Advanced	Supplier Relationship Management	Advanced

## LANGUAGES

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English	Fluent	Hindi	Intermediate
Malayalam	Native	Tamil	Fluent