



MOHAMMED FASIL CHALIL KUNHIMON

Logistics Coordinator

Phone: +971 525306699 | **Email:** m.fasilchalil@gmail.com

Location: Dubai, UAE

SUMMARY

Detail-oriented Operations Associate experienced in logistics coordination, shipment tracking, inventory control, and supply chain operations. Skilled in managing order fulfillment, vendor communication, and warehouse coordination for timely deliveries. Proven ability to support cross-functional teams, streamline workflows, and maintain accurate documentation. Proficient in MS Excel and productivity tools to monitor logistics performance and optimize inventory. Seeking to apply operational expertise and logistical insight in a fast-paced Logistics Coordinator role.

WORK EXPERIENCE

Operations Associate

Oct 2023 – June 2024

Ruby General Trading LLC, Ras Al Khaimah, UAE

- Supported day-to-day operational activities across procurement, inventory management, and logistics to ensure seamless business flow.
- Coordinated with suppliers and internal departments to track orders, manage shipments, and resolve delivery issues efficiently.
- Assisted in streamlining processes by identifying inefficiencies and recommending improvements to increase workflow efficiency.
- Maintained accurate documentation and records in compliance with company and regulatory standards.

Operations Associate

Jan 2020 – June 2021

Delhivery Private Limited, Bangalore, India

- Supervised shipment inspections and verifications to maintain compliance with company standards and protocols.
- Coordinated and monitored shipment schedules to improve logistics efficiency and on-time delivery.
- Collaborated with warehouse and logistics teams to streamline dispatch processes and minimize operational delays.
- Maintained accurate shipment records and documentation to support tracking and customer service.

Operations Associate

May 2019 – Nov 2019

Catbus Infolabs Pvt Ltd, Bangalore, India

- Coordinated logistics operations to ensure timely and accurate deliveries across service areas.
- Collaborated with vendors and suppliers to resolve operational delays and maintain workflow efficiency.
- Managed customer inquiries and complaints, enhancing service quality and client satisfaction.
- Contributed to process improvements that reduced delivery errors and improved turnaround time.

Business Development Executive

Mar 2018 – Oct 2018

Matrix Cellular International Services Pvt Ltd, Bangalore, India

- Identified and pursued new business opportunities to increase customer base and revenue.
- Built and maintained relationships with clients, offering tailored communication and international mobility solutions.
- Conducted market research to identify trends and competitor activity, supporting strategic planning.
- Assisted in achieving sales targets through lead generation, presentations, and follow-ups.

EDUCATION

Master of Business Administration (MBA)

Presidency University, Karnataka, India | 2016 – 2018

Bachelor of Commerce (B.com)

Mother Arts and Science College, Kerala, India | 2013 – 2016

SKILLS

- Freight Coordination
 - Shipment Tracking & Documentation
 - Inventory Control
 - Warehouse Management
 - Route Optimization
 - Order Fulfillment
 - Supply Chain Coordination
 - Fleet Management
 - Data Entry & Reporting
 - Customer Service
 - Quality Control Checks
 - Regulatory Compliance
 - Attention to Detail
 - Communication Skills
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TECHNICAL SKILLS

- Tally Prime
 - Quick Book
 - Zoho Books
 - Microsoft Office Suite (Word, Excel, PowerPoint)
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LANGUAGES

- English
 - Hindi
 - Tamil
 - Malayalam
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