

**Arun K Ashokan**

Logistics Coordinator



971-50-6832096



Arunkashokan19179@gmail.com



Dubai

*Proactive, performance driven professional with excellent communication, interpersonal and creative thinking skills. Aiming to work for a reputed organization that provides a wide spectrum of experience and exposure to further my knowledge and career prospects along with meaningfully contributing towards organizational goals.*

## WORK EXPERIENCE

### **Logistics Coordinator – Automotive & Automobile**

*Hellmann Worldwide Logistics, Dubai, UAE*

*Mar 2020 - Till Date*

#### **Geely Motors & Saic Motors & Hella Forvia Automobile Parts**

##### Key Responsibilities

- Liaising with several service providers to ensure on-time imports and exports of shipments.
- Import & Export Documents creation and maintenance.
- Power tools engraving inspections in country wise.
- Invoicing for the monthly billing
- Dispatch within required lead time.
- Maintain and update inventory.
- Cooperate with auditors during stock counts and yearly audits.
- Communicate with internal and external parties.
- Maintain supply chain procedures and guidelines.
- Schedule and assign employees according to warehouse workload.
- Create GRN in SAP for the materials received.
- Release the cargo to the customer after checking the documents when they come for collection.
- Assist warehouse supervisor with the team management, in terms of training,
- Maintaining monthly KPI.
- Tracking and coordinating the receipt, storage, and timely delivery of goods materials.

### **Logistics Assistant – Automotive & Chemical**

*Hellmann worldwide Logistics, Dubai, UAE*

*Jan 2019 – Mar 2020*

#### **Milwaukee & AEG power Tools**

##### Key Responsibilities

- Engraving tools individually according to the customer's specifications.
- Organize, categorize, process, and store inventory in the appropriate location for easy delivery.
- Scan delivered items and ensured quality.
- Directly report damaged and missing inventory to supervisors.
- Updates logs and documentation for inventory processing.
- Move materials from facilities to workstations, pick-up location, or other locations.
- Ensure workspace is free of debris and remove safety hazards from aisles.
- Work as an active team member to complete team goals.
- Performing an inventory of stock and products, guaranteeing their safety and security.

**Key Responsibilities**

- Calibration, routine inspection, testing, maintenance and repair of instruments, meters, gauges, and other testing and measuring equipment.

**EDUCATION**

- **Bachelor's in business administration-** 2020-2022
- **Diploma in Electronics & Instrumentation** - 2012-2015
- **Senior secondary education** – 2010 -2012
- **Secondary education** - 2010

**SKILLS**

- MS Office (Excel, Word, PowerPoint)
- SAP (Business One)
- LFS (WMS)
- Flexibility and Adaptability
- Multitasking, Planning and Prioritization
- Problem solving and process improvement.
- Proven leadership skills
- Attentive and strong numerical skills
- Critical observation
- Decision making

**PERSONAL DETAILS**

- Date of Birth : 25/06/1994
- Nationality : Indian
- Marital Status : Married
- Languages : English, Hindi, Malayalam Tamil
- Visa Status : Employment Visa

**LANGUAGES**

- English
- Malayalam
- Hindi
- Tamil