

ELVIS JAMES SALS

OPERATIONS COORDINATOR

Dubai, United Arab Emirates
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PROFILE SUMMARY

Detail-oriented and results-driven **Logistics Professional with 2+ years of experience** managing end-to-end **international shipping operations**. Specialized in coffee supply chains, with proven expertise in container **shipment coordination, freight documentation accuracy, and building strong partnerships with transporters, shipping lines, and exporters**. Demonstrated success in reducing delays and implementing cost-efficient logistics solutions. Seeking to leverage my skills to contribute to operational excellence in a dynamic logistics role in UAE

CORE SKILLS

- Export and Import Coordination
- Freight forwarding
- Customs Documentation
- Shipment Planning & Tracking
- Communication
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Team Coordination
- Team Management
- Transportation Management
- Problem-Solving
- INCOTERMS
- Route Planning & Optimization
- Client Relationship Management
- Negotiation
- Attention to detail & Accuracy
- Adaptability & Quick Learning
- Carrier Management
- Time Management
- Scheduling & calendar management
- Decision- Making

TECHNICAL SKILLS

Logistics & Supply Chain System:

- TMS (Spy Africa)
- ASYCUDA (East-African Customs)
- RECTS (East-African Customs)
- Dubai Trade

MS Office Suite:

- Excel
- Word
- Outlook
- Power point

WORK EXPERIENCE

LUMEN TRADING COMPANY LIMITED
[Kampala, Uganda]

June 2023 – May 2025

Operations Coordinator

- Planned and coordinated transport operations from Kampala – Mombasa for coffee export shipments
- Managed the movement and export process for 200+ containers per month, ensuring dispatch within vessel cutoff timelines and compliance with international shipping standards
- Coordinated daily truck allocations across multiple warehouses, reducing internal delays and improving loading efficiency
- Followed up with shipping lines and inland container depots to secure empty containers, minimizing container unavailability and idle time
- Supervised a team of 15 field supervisors and maintained a strong communication which results to 40% fewer documentation errors.
- Maintained a strong relationship with exporters and transporters contributing to 95% on- time delivery rate

Logistics Executive (Freight Brokerage -Sales)

- Coordinated cross border transport operations across the U.S and Canada successfully managing 30+ shipments monthly
- Negotiated freight rates with carriers achieving a 10% reduction in transportation cost without compromising service levels
- Resolved client and carrier issues proactively, improving customer satisfaction scores and reducing dispute resolutions by 20%
- Tracked shipments end to end and ensured 98% shipment visibility through continuous communication and updates
- Delivered excellent customer service, supporting high client satisfaction

EDUCATION

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| ❖ Post Graduate Diploma in Logistics and Shipping Management
Reliant Institute of Logistics, Accredited by CILT (UK) | 2022-2023 |
| ❖ Bachelor of Commerce – Finance and Taxation
Deva Matha College (Mahatma Gandhi University) | 2018-2021 |

CERTIFICATIONS

Certificate in Air Cargo Operations and Dangerous Goods Handling
Reliant Institute of Logistics, Accredited by STED Council

PERSONAL DETAILS

Nationality:	Indian
Date of Birth:	13 December 2000
Gender:	Male
Languages Known:	English, Malayalam
Visa status:	Visit Visa (16- Sep-2025)
Availability:	Immediately