

# ASWIN RAVI

## Operation Team Member

M 971 52 211 4975

✉ aswinrevi@gmail.com

📍 Dubai



## EXPERIENCE

### Operation Team Member

Aramex

📅 08/2022 📍 Dubai

- Handling imports and export shipments by Air.
- Sending daily reports to managers and supervisors.
- Document air shipments and ensure to be in compliance with customs rules and regulations.
- Passing bills of entry in Dubai Trade E Mirsal II.
- Preparation of draft Airway bill and execution.
- Tracking shipment orders in daily / weekly basis and notified customers accordingly.
- Maintaining excellent relationships with customers by efficiently responding to all inquiries and complaints related to their shipments.
- Handling clearance related issues by coordinating with customs team.
- Allotting details in the ERP system as per the information in airway bill.
- Following up with the origin & destination regarding discrepancy.

### Logistics Coordinator

Amazon

📅 06/2020- 10/2022 📍 India

- Worked with 'Amazon' for 2 years outsourced by Ntex transportation Services Pvt LTD
- Coordinate and monitor supply chain operations
- Receiving shipments and checked merchandise and tagged with warehouse IDs
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
- Worked with vendor representatives to resolve damaged shipments and item shortages, protecting company interests and financial targets
- Promptly unloads trucks and deliveries and sorts and stocks receivables
- Maintains an accurate log sheet of daily moves, scanning inventory, and counting accurately
- Keep logs and records of warehouse stock, executed orders etc.
- Provides additional backup support for shipping and receiving departments

## EDUCATION

### Professional Diploma in Shipping and Logistics

University of Kerala

📅 01/2022 - 12/2022 📍 Kerala, INDIA

### Bachelor of Business Administration

University of Kerala

📅 01/2017 - 12/2020 📍 Kerala, INDIA

## SUMMARY

Results-driven logistics professional with over two years of hands-on experience in the logistics field, specializing in operations, warehouse management, and customs procedures. Proven expertise in managing and coordinating complex logistics functions including importing, exporting, and team management. Demonstrated ability to efficiently handle all aspects of clearance processes, such as processing Transit In and Out BOE's (Bill of Entry) and bulk BOE's for both export and import shipments. Adept at optimizing operational workflows, ensuring compliance with regulations, and facilitating seamless coordination between teams and stakeholders to enhance overall efficiency and accuracy in logistics operations.

## LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

## SKILLS

- Effective written and oral communication
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook)
- Ability to work under pressure and meet deadlines
- Problem solving and decision making
- Team management and leadership