

**SAFEERA S P**  
**LOGISTICS CO-ORDINATOR**

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Energetic and detail-oriented logistics professional with comprehensive knowledge in logistics operations and shipping processes. Demonstrated ability to optimize operations, enhance efficiency, and ensure compliance with international trade regulations. Seeking to leverage analytical skills, hands-on experience, and my skills align with the needs of your organization.

### **SKILLS AND INTERESTS**

- Logistics Operations Management
- Supply Chain Management
- Shipping & Freight Processes
- Freight Forwarding Solutions
- Port Operations
- E-freight Suite
- MS Excel & Powerpoint
- Sales & Marketing
- Effective Communication
- Team Collaboration
- Time Management & Prioritization
- Attention to Detail
- Customer Service & Support
- Strategic Logistics Planning
- Supply Chain Optimization
- Adaptability

### **PROFESSIONAL EXPERIENCE**

#### **LOGISTICS EXECUTIVE IN PRICING, SALES, OPERATION & EXECUTIVE ASSISTANT TO CEO | AVW LOGISTICS | KERALA, INDIA | 2023 –2024**

- Delivered comprehensive bid proposal for capacity requests and gained client approval on costs.
- Successfully led a team of six members, ensuring efficient task allocation and timely completion of deliverables.
- Mentored and trained team members, enhancing their skills and boosting team productivity.
- Assisted the CEO in prioritizing tasks and managing deadlines for critical projects.
- Maintained strict confidentiality while handling sensitive business and personal information.
- Update the day to day updating to the customers
- Handling freight enquiries, floating and quotations, Import Export shipment handling
- Preparing pricing proposals and quotations for clients, ensuring accuracy and competitiveness.
- Collaborated with sales, operations, and finance teams to align pricing with business objectives.
- Communicated with clients to explain pricing structures and address questions.
- Adjusted pricing structures based on data insights and feedback from the sales team and customers.
- Developed and executed sales strategies to meet or exceed monthly and annual sales targets.
- Negotiated contracts, pricing, and service agreements to secure profitable business deals.
- Provided ongoing support to clients, addressing inquiries and resolving issues promptly.
- Prepared and presented sales reports to management.
- Managed communication between sales, warehouse and transportation teams to ensure alignment.

#### **OPERATION EXECUTIVE | FRONTLINE LOGISTICS | KERALA, INDIA |**

- Handling freight enquiries, floating and quotations, Import Export shipment handling. –
- BL preparation, job opening and maintaining tracking sheet for day to-day activities.
- Sending Sea, Air Import Quotations, Check the rates with agent and submit pricing to the customer.
- Once confirmed, book shipment and follow up on schedule.

- Arranging cargo collections and deliveries
- Assisted with international freight forwarders and custom house agents, managing import and export shipments.

## EDUCATION

- INTERNATIONAL DIPLOMA IN LOGISTICS & SUPPLY CHAIN MANAGEMENT |CILT|
- DIPLOMA IN LOGISTICS & SUPPLY CHAIN MANAGEMENT |STED COUNCIL|
- BACHELORS IN ENGLISH LITERATURE| UNIVERSITY OF CALICUT|

## CERTIFICATIONS

- GREAT LEARNING COURSE IN LOGISTICS MANAGEMENT
- CILT UK LEVEL 5 CERTIFICATE
- STED COUNCIL CERTIFICATION
- CERTIFIED BY THE NATIONAL SERVICE SCHEME OF THE UNIVERSITY OF CALICUT.
- MEGA JOB FAIR PROGRAM VOLUNTEER & CERTIFICATION MEESHO VERIFIED SELLER CERTIFICATION

## LANGUAGES KNOWN

- ENGLISH
- TAMIL
- MALAYALAM
- HINDI [ READ AND WRITE]
- ARABIC [ READ AND WRITE ]