



# JAYAKUMAR THANGAVEL

## LOGISTICS COORDINATOR

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### CONTACT

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📞 +971 56 780 3573

✉️ jayakumarerde@gmail.com

📍 Dubai, U.A.E

### EDUCATION

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#### 2008 - 2011

#### SNS COLLEGE OF ARTS & SCIENCE

- Bachelor of Computer Technology

### PERSONAL

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- Nationality - Indian
- D.O.B - 15.06.1987
- Marital Status - Single
- Availability - Immediately
- Passport - X9439507
- Visa Type - Visit Visa

### SKILLS

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- Logistics Management
- Import / Export Operation
- Time Management
- Decision Making
- Effective Communication
- Critical Thinking
- Documentation
- KPIs - Flowchart
- MS Office

### LANGUAGES

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- Tamil
- English
- Malayalam

### PROFILE

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Aspire to be part of a reputed organization with a highly motivated work culture and promising growth prospects. Over 9 years of experience in admin field and around 4 years in Logistics field. Always up for walking an extra mile and happy to take new challenges.

### WORK EXPERIENCE

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• IDKIDS

2020 - 2024

#### Transport Coordinator Cum Admin

- Shipment coordination between supplier and forwarder.
- Weekly shipment follow-up with factories and forecast update to the forwarder.
- Monitoring cargo's from Greenlight to till vessel reached warehouse.
- Air cargo booking follow-up.
- Sea booking and origin price confirmation.
- Monthly KPIs preparation with flowchart.
- Prepare Export and Import documents.

2015 - 2020

• CENTRALE D ACHATS ZANNIER (KIDILIZ)

#### Documentation

- To keep and update all the goods inspection related documents.
- To maintain production follow-up, Merchandiser follow-up & IC plan.
- To make performance follow-up of every season for incentive purpose.

• KEY STONE SYSTEMS

2012 - 2014

#### System Admin

- Maintenance of Windows server, Laptop, PC's, Photocopier, Scanners, Projector, Printer, Cloud storage etc... Troubleshooting all software, Virus protection and hardware related issues.

### INTERESTS

Learning new languages

Trekking

### ACHIEVEMENTS

Received Self approval authorization from regional manager for system related decision.