



# SAMUEL JAMES.K

## CAREER OBJECTIVE

Observant Logistic coordinator with proven ability to coordinate and manage transportation of goods and materials. Skilled in inventory management, route optimization and supply chain management. Demonstrated success in developing strategies to reduce transportation costs and improve organizational efficiency. Experienced customer service professional bringing great years of coordinating shipments, collaborating with freight carriers and managing customer needs. Analytical individual adept in overseeing distribution of goods and services to drive timely delivery.

## WORK EXPERIENCE

### LOGISTICS COORDINATOR

- PREM DUTT LOGISTICS INTL LLC. – DUBAI, UAE  
*March 2024 - currently*
- INC EXPRESS SHIPPING LLC. – DUBAI, UAE  
*Aug. 2022 - Feb. 2024*

#### **Responsibility**

- Planned and supervised shipments from production to end-user and scheduled daily and weekly routes.
- Negotiated freight rates with Freight agents to acquire cost-effective contracts.
- Maintained excellent working relationships with customers by efficiently responding to inquiries and complaints.
- Prepared and documented shipment activities and cargo movements to enable tracking history and maintain accurate records.
- Performed regular audits and assessments of logistics processes to identify weaknesses, improve supply chain operations, and minimize delays and mistakes.
- Reduced transportation costs by negotiating favorable contracts with agents.
- Enhanced supply chain efficiency by optimizing shipping schedules and routes.
- Monitored performance of logistics operations to identify areas for improvement.
- Monitored inbound and outbound freight operations to establish timely delivery of packages.
- Developed strategies to optimize utilization of available resources.
- Created reports to provide insights into logistics operations and performance.
- Developed and implemented strategies to reduce costs and improve quality of service.
- Negotiated contracts to secure favorable rates and terms.
- Generated documentation and information required for Export/import shipments.
- Ensured compliance with industry regulations, reducing the risk of fines or penalties.
- Tracked shipments and notified customers of status or potential delays.
- Established an effective communication system between departments involved in logistics coordination ensuring seamless information flow.
- Managed loading, unloading, movement, and sorting of supplies to keep deliveries on schedule.

## MY CONTACT

+971 55 308 2511

samueljamesk0099@gmail.com

Al Nahda Sharjah, UAE.

## PERSONAL DETAILS

- Gender : Male
- Nationality : India
- Date of Birth : 24/01/1998
- Passport No : T5007180

## EDUCATION

### BACHELOR OF COMMERCE B.COM COOPERATION

Sahrdaya college of advance studies india  
june 2019

## Skills

- Proposal Review
- Freight Negotiation
- Client Relations
- Estimate Documentation
- Logistics Process Improvement
- Cost Reduction
- Oral Presentation
- Maintenance Planning
- Flexibility and Adaptability
- Procurement Tracking
- Shipment Tracking
- Scheduling Coordination
- Transportation Planning
- Work Delegation and Tracking
- Load planning support
- Invoicing and shipping documentation
- Supply Chain Operations
- Analytical Thinking
- Shipping procedures
- Stress Management
- Warehouse Management
- Customer Relations
- Sales Support
- Shipment Coordination
- Customer service skills

## LANGUAGE

- **English**  
Upper intermediate (B2)
- **Tamil**  
Upper intermediate (B2)
- **Hindi**  
Elementary (A2)
- **Malayalam**  
Bilingual or Proficient (C2)

## REFERENCE

- Mr.Midhun: +971 547386959(AI Futtaim)

- Analyzed customer requirements and provided customized logistics solutions.
- Coordinated shipping requests for expedited delivery and documented accurately to achieve correct billing.
- Generated monthly performance reports to track and analyze shipping trends.
- Strategized best methods and tactics for efficient storage and handling of materials.
- Trained new employees on logistics procedures, promoting a consistent approach across the team.
- Passionate about learning and committed to continual improvement.
- Used strong analytical and problem-solving skills to develop effective solutions for challenging situations.
- Implemented a warehouse organization system that increased storage capacity and accessibility.
- Scheduled and coordinated truck, ship and air transport to maximize productivity and maintain organized calendar.

## EXPERTISE

- Quote preparation (Sea, Air, Courier)
- Cross-check with HS codes
- Courier shipment arrangements with AIR WAY BILL
- Air and Sea freight client relationships
- Cross trade shipment(Air, Sea, Courier)
- Customs documentations
- International Trade
- Dubai Trade
- Pharma and General trade logistics
- Logistics and warehouse management

## DECLARATION

I declare that the information provided above is true and correct to the best of my knowledge

SAMUEL JAMES.K