

JAIN PAUL M

LOGISTICS PROFESSIONAL



CONTACT

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Dubai, UAE

EDUCATION

**Diploma in Logistics
Operations & Supply Chain Management**
SCM Hub International Logistics
Business School, Kerala, India
2022

B.Com in Finance
Chinmaya Mission College
Thrissur, Kerala, India
2017 – 2020

CERTIFICATIONS

- SAP in Material Management
- Distribution and Logistics Management – University of Dubai
- Microsoft Office Excel Specialist
- Certified GST & VAT Professional Accountant
- Training in Computerized Accounting & Manual Accounting

KEY SKILLS

- Logistics Coordination
- Supply Chain Management
- Customs Clearance
- Purchase & Sales Order Processing
- Customer Service & Support

PROFILE SUMMARY

Dedicated and detail-oriented Logistics Professional with a strong foundation in supply chain management, logistics coordination, and customer service. Experienced in office administration, documentation, SAP, and customs clearance processes. Proficient in coordinating with warehouse staff and external agents to ensure seamless logistics operations. Committed to maximizing organizational efficiency and customer satisfaction through effective communication, strategic planning, and leadership skills.

PROFESSIONAL EXPERIENCE

Logistics Coordinator

Arabian Truck FZCO, Dubai, UAE

Mar 2023 – Present

Roles and Responsibilities

- Coordinate logistics activities, including documentation and customs clearance via BOE and Dubai Trade systems.
- Manage SAP entries for Purchase Orders, Sales Orders, and Warehouse Pick Lists.
- Communicate with agents and shippers via phone and email to ensure smooth operations.
- Collaborate with warehouse staff to facilitate efficient inventory management and order processing.
- Ensure smooth communication with clients, providing accurate and timely delivery of services.
- Prepare and process documents, reports, and invoices accurately and efficiently.

Business Associate

Aabasoft Technologies Pvt. Ltd., Kerala, India

Jun 2022 – Dec 2022

Roles and Responsibilities

- Analyzed market trends and provided insights to support strategic decision-making.
- Assisted in the development and implementation of business plans and strategies.
- Engaged in telemarketing and customer relationship management to ensure high levels of client satisfaction.
- Registered and resolved customer complaints, providing follow-up for service improvement.

- Documentation and Reporting
- Warehouse Management
- Inventory Management
- Regulatory Compliance

SOFTWARE PROFICIENCY

- SAP MM
- Tally ERP9
- Peachtree
- MS Office Suite

ACCOMPLISHMENT

- Successfully optimized the daily order processing for truck spare parts across seven branches by consolidating multiple orders into a single list when there were 10 or more orders.
- This improvement reduced dispatch preparation time by two hours, allowing for earlier vehicle departures at 3:30 PM instead of the usual 5:30 PM.
- The streamlined process enhanced operational efficiency and ensured timely deliveries, ultimately benefiting overall productivity and customer satisfaction.

SOFT SKILLS

- Communication
- Leadership
- Critical Thinking
- Decision Making
- Problem Solving
- Time Management
- Attention to Detail

PERSONAL INFO

- Nationality : Indian
- Date of Birth : 10/02/2000
- Passport No. : U2753738

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

- Analyzed customer needs and feedback to enhance product offerings and service quality.
- Prepared detailed reports and presentations for management review.

Data Entry Operator

Central Laboratories, Thrissur, Kerala, India

Mar 2021 – Mar 2022

Roles and Responsibilities

- Led data entry operations for the ICMR portal, ensuring accuracy and consistency in patient data records.
- Verified data entries to ensure correctness and completeness.
- Maintained organized records and files for easy retrieval.
- Managed a team of data entry operators, maintaining productivity and quality standards.
- Conducted regular data audits to ensure compliance with company standards.
- Managed and prioritized data entry tasks to meet deadlines.

Junior Accountant

Susil & Associates, Thrissur, Kerala, India

Sep 2020 – Feb 2021

Roles and Responsibilities

- Recorded daily financial transactions, prepared profit & loss accounts, trial balances, and balance sheets.
- Ensured accurate financial reporting and compliance with accounting standards.
- Contributed to monthly and quarterly financial closing processes.
- Collaborated with auditors during financial audits.
- Managed accounts payable and receivable processes.
- Conducted account reconciliations to identify discrepancies.

STRENGTHS & QUALITIES

- Diligence in ensuring accuracy and quality in work.
- Patience when dealing with others.
- Encouraging and inspiring people to do their best.
- Capacity to adjust and thrive in changing environments.
- Collaborating and working well together with others.

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

JAIN PAUL M