Remy Aleyamma John

Logistics Coordinator

Contact

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📍 Dubai, UAE

Skills

- **Logistics Coordination and Supply Chain Management**
- **Export and Import Documentation**
- **Administrative Support**
- **Regulatory Compliance**
- **Verbal and Written Communication**
- **Document Controlling**
- **Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)**
- **Customer Service and Client Support**

🎓 Education

B.Tech in Electronics and Communication Engineering
APJ Abdul Kalam Technological University (KTU) — 2019

👤 About Me

To leverage my expertise in logistics coordination and supply chain management to ensure seamless operations, regulatory compliance, and client satisfaction, contributing to organizational growth

💼 Experience

Logistics Coordinator cum Administrator
SKI Global Shipping LLC, Dubai — 1 year

- **Coordinated export and import shipments, managing end-to-end processes, including documentation and compliance with regulatory requirements.**
- **Prepared GRNs (Goods Received Notes) and GDNs (Goods Dispatch Notes) for warehouse operations.**
- **Created and maintained shipping records, including bills of lading, shipping invoices, and customs documents.**
- **Managed Dubai Trade uploads for exit preparation and handled top-up procedures.**
- **Assisted clients with daily requests related to export/import documentation, ensuring accuracy and timely processing.**
- **Oversaw line bookings, shipping instructions (SI), draft confirmations, and shipment handling.**
- **Prepared proforma invoices and managed local purchase orders, ensuring proper stamping and approval.**
- **Provided excellent customer service by addressing inquiries and resolving shipment-related issues.**

I.T. Engineer
Centre for Development of Telematics, Bengaluru — Nov 2022 – May 2023

- **Assisted in vendor certifications for PM-WANI apps by configuring access points and conducting app testing.**
- **Collected and verified user logs from app and backend systems, ensuring data accuracy and consistency**

Graduate Apprentice
Centre for Development of Telematics, Bengaluru — Mar 2022 – Nov 2022

- **Created components for PCB design using Cadence Allegro CAD tools, including symbol creation and schematic entry.**
- **Verified and updated symbols, maintaining accuracy in designs and records.**
- **Documented and organized daily symbol creation records using Excel.**
- **Participated in weekly progress meetings and contributed to monthly progress reports.**

Languages

- **English**
- **Hindi**
- **Malayalam**
- **Tamil**

Certifications and Training

- **PM-WANI Vendor Certification**
- **CADD (Cadence Allegro, ORCAD)**

Personal Details

- **Date of Birth: 17/01/1997**
- **Marital Status: Single**
- **Nationality: Indian**
- **Gender: Female**
- **Languages: English, Hindi, Malayalam**