



# Aswathi Ananthan

## Shipping and Logistics



Al Karama, Dubai, UAE



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## Objective

Dedicated to efficiency and reliability in the personal work and collaborative projects. Seeking challenging in the shipping and logistics industry. I would like to have an opportunity to contribute for the growth of the organization.

## Academic Profile

- Diploma in Shipping and Logistics Management | 2018-2019
- Higher Secondary Education| 2016-2018
- SSLC | 2015-2016

## Professional Experience

### Logistics documentation and operations

2022 - present

Minutes Quick Services | International City, Dubai

- Managed and processed Goods Receipt Notes (GRN) to ensure accurate inventory levels.
- Prepared comprehensive replenishment reports and out-of-stock monitoring for timely stock adjustments.
- Coordinated with suppliers to gather price quotations and performed pricing negotiations with the approval of section heads.
- Created and maintained Local Purchase Orders (LPOs) for stock replenishment, ensuring all procurement needs were met.
- Verified and updated tax invoices and managed purchase returns, ensuring compliance with pricing agreements.
- Conducted cycle counts and collaborated with the warehouse team to manage stock rotations and monitor dead stock.
- Managed the store-to-store order transfer process through inventory management systems.
- Prepared and submitted stock-on-hand reports for outlets, providing insights on inventory levels and supply needs.
- Supervise daily operations in the warehouse, ensuring timely replenishments to retail outlets and maintaining stock levels in accordance with business requirements.
- Lead and supervise the quality checking department to ensure all incoming goods meet the quality standards and resolve any issues with suppliers or vendors.

## Relevant skills

- Follow KPI standards
- Understand warehouse policies and procedures
- Relationship building with vendors
- Negotiation and conflict resolution
- Inventory management
- Shipment Coordination & Tracking
- Quality control analysis
- Report Preparation & Documentation
- Price Quotations from Shipping Lines & Airlines

## **Warehouse documentation and operations**

**2021 - 2022**

**Reliance Retail Ltd |Cochin, India**

## **Language**

- English
- Tamil
- Malayalam

## **Technical Skills**

- SAP
- Cubes (Pro Dynamics Technology)
- Ms Office Word
- Ms Office Excel
- Ms Office Power Point

## **Personal Details**

|                  |                   |
|------------------|-------------------|
| • DOB            | : 03/05/2001      |
| • Marital status | : Single          |
| • Nationality    | : Indian          |
| • Passport No    | : V6851082        |
| • Date of Issue  | : 04/04/2022      |
| • Date of Expiry | : 03/04/2032      |
| • Visa status    | : Employment visa |

- Supervised the receipt and dispatch of materials, ensuring accurate stock levels and timely deliveries.
- Conducted random quality checks to ensure materials meet the company's standards before dispatch.
- Planned and coordinated dispatch schedules, collaborating closely with the transport department to ensure on-time deliveries.
- Managed Goods Receipt Notes (GRN) and ensured proper documentation and inventory updates.
- Prepared documentation for F&V and Non-F&V dumps, ensuring compliance with company standards.
- Collected Cash on Delivery (COD) payments and performed daily reconciliations to ensure accurate financial records.
- Worked closely with logistics to streamline operations and improve efficiency in the dispatch process.

## **Customer Service Executive**

**2019 - 2020**

**Broekman Logistics Pvt Ltd |Cochin, India**

- Provided accurate and timely shipment quotes to customers based on their requirements, ensuring competitive pricing.
- Collected price quotations from shipping lines and airlines and presented the best options to customers, optimizing cost-efficiency and delivery time.
- Monitored shipment status and tracked deliveries, proactively updating customers on the progress and providing real-time information.
- Maintained and updated customer records, ensuring all information was accurate and easily accessible.
- Planned and managed daily customer appointments to ensure smooth operations and customer satisfaction.
- Managed existing customer accounts, addressing inquiries and resolving issues in a timely manner.
- Built and maintained strong relationships with carriers, airlines, and customers to ensure continuous business and high service quality.
- Prepared and presented regular reports to management on shipment status, customer service metrics, and operational issues.
- Coordinated with internal teams to ensure customer requirements were met, including shipping documentation and delivery timelines.

## **Declaration :**

I here by declare that the above mentioned details are true and correct to the best of my knowledge and belief.

Aswathi Ananthan