

Arun K Ashokan

Logistics Coordinator



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Dubai

Proactive, performance driven professional with excellent communication, interpersonal and creative thinking skills. Aiming to work for a reputed organization that provides a wide spectrum of experience and exposure to further my knowledge and career prospects along with meaningfully contributing towards organizational goals.

WORK EXPERIENCE

Logistics Coordinator – Automotive & Automobile

Hellmann Worldwide Logistics, Dubai, UAE

Mar 2020 - Till Date

Geely Motors & Saic Motors & Hella Forvia Automobile Parts

Key Responsibilities

- Liaising with several service providers to ensure on-time imports and exports of shipments.
- Import & Export Documents creation and maintenance.
- Power tools engraving inspections in country wise.
- Invoicing for the monthly billing
- Dispatch within required lead time.
- Maintain and update inventory.
- Cooperate with auditors during stock counts and yearly audits.
- Communicate with internal and external parties.
- Maintain supply chain procedures and guidelines.
- Schedule and assign employees according to warehouse workload.
- Create GRN in SAP for the materials received.
- Release the cargo to the customer after checking the documents when they come for collection.
- Assist warehouse supervisor with the team management, in terms of training,
- Maintaining monthly KPI.
- Tracking and coordinating the receipt, storage, and timely delivery of goods materials.

Logistics Assistant – Automotive & Chemical

Hellmann worldwide Logistics, Dubai, UAE

Jan 2019 – Mar 2020

Milwaukee & AEG power Tools

Key Responsibilities

- Engraving tools individually according to the customer's specifications.
- Organize, categorize, process, and store inventory in the appropriate location for easy delivery.
- Scan delivered items and ensured quality.
- Directly report damaged and missing inventory to supervisors.
- Updates logs and documentation for inventory processing.
- Move materials from facilities to workstations, pick-up location, or other locations.
- Ensure workspace is free of debris and remove safety hazards from aisles.
- Work as an active team member to complete team goals.
- Performing an inventory of stock and products, guaranteeing their safety and security.

Key Responsibilities

- Calibration, routine inspection, testing, maintenance and repair of instruments, meters, gauges, and other testing and measuring equipment.

EDUCATION

- Bachelor's in business administration- 2020-2022
- Diploma in Electronics & Instrumentation - 2012-2015
- Senior secondary education – 2010 -2012
- Secondary education - 2010

SKILLS

- MS Office (Excel, Word, PowerPoint)
- SAP (Business One)
- LFS (WMS)
- Flexibility and Adaptability
- Multitasking, Planning and Prioritization
- Problem solving and process improvement.
- Proven leadership skills
- Attentive and strong numerical skills
- Critical observation
- Decision making

PERSONAL DETAILS

- Date of Birth : 25/06/1994
- Nationality : Indian
- Marital Status : Married
- Languages : English, Hindi, Malayalam Tamil
- Visa Status : Employment Visa

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil