MATHEW PONNACHAN

Supply Chain Operations | Freight, Warehousing & Documentation

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PROFILE

Results-oriented logistics professional with technical background and certifications in supply chain, air cargo, and warehousing. Skilled in freight charge calculation, export/import documentation, air waybill handling, and inventory control. Proficient in Excel and ERP tools. Seeking a logistics or freight forwarding role to support efficient cargo movement and documentation accuracy.

KEY ACHIEVEMENTS

- **Developed Air Freight Charges Calculator**

  Created an Excel freight calculator using dimensional inputs, weight logic, and rate slabs—supporting documentation accuracy and air waybill preparation.

- **Increased Plantation Yield**

  Boosted plantation yield by 30% by implementing efficient resource allocation .

- **Reduced Procurement Costs**

  Enhanced procurement process, reducing costs by 15% using strategic vendor negotiations and bulk purchasing

- **Enhanced Inventory Accuracy**

  Achieved 98% inventory accuracy by implementing precise stock monitoring and regular audits in retail operations.

WORK EXPERIENCE

Supply Chain & Operations Coordinator
Jan 2019 - June 2025

Independent | Family Business, Kollam

- Managed end-to-end supply chain operations for a family-owned retail stationery business and a 2-acre natural rubber plantation with 500+ trees.
- Oversaw procurement, vendor coordination, inventory control, and last-mile delivery for retail operations, ensuring cost-effective stock management.
- Streamlined production and logistics workflows in agricultural operations, leading to increased yield and optimized resource utilization.
- Led a 4-person team across both sectors, improving daily operations through clear planning and performance tracking.

Technician Apprentice
Nov 2017 - Oct 2018

Bharath Sanchar Nigam Limited (BSNL), Kollam

- Managed customer data and service ops using Oracle Siebel CRM for landline, broadband and mobile customer bases.
- Processed DSA orders via SAP ERP (R/3/ECC), ensuring timely issuance of SIMs and top-up cards and maintaining stock accuracy.
- Gained hands-on experience with electrical and electronics systems.

EDUCATION

CILT international Professional Diploma in Supply Chain & Shipping Management
2024 - 2025

Reliant Institute of Logistics | Kochi

Diploma in Electrical & Electronics Engineering
2014 - 2017

Board of Technical Education | Kerala State

CGPA: 8.15

ACADEMIC PROJECT

Air Freight Charges Calculator - Excel-Based Tool
Reliant Institute of Logistics , Kochi | CILT International Diploma (2025)

- Developed an Excel-based calculator to determine chargeable weight using dimensional inputs (inches/cm) and actual weight.

- Applied airline billing logic, including chargeable weight selection, rate slabs (via IFS), and rounding rules.

- Simulated key air waybill fields such as actual/volumetric weight, rate per kg, and total freight cost.

- Designed for easy use by documentation teams, with a layout suitable for print and mobile formats.

- Strengthened practical understanding of air cargo operations, freight pricing strategy, and Excel-driven documentation.

- Demonstrated ability to execute air waybill-compatible calculations and support export freight documentation.

STRENGTHS

- **Communication Skills**

  Strong ability to communicate effectively across teams and processes

- **Teamwork**

  Capable of working collaboratively to achieve common goals

- **Time Management**

  Exceptional at managing time and meeting deadlines

- **Analytical Skill**

  Skilled in analyzing data and making informed decisions

- **Problem Solving**

  Adept at identifying issues and providing solutions

- **Multi-Tasking**

  Ability to manage multiple tasks efficiently

CERTIFICATION

- **SAP S/4HANA MM (2024)**

  Certificate covering SAP S/4HANA MM

- **Warehousing Operations Professional Certificate (2024)**

  Certification in Warehousing Operations from CSCMP

- **Master Microsoft Excel (2024)**

  Certificate in Master Microsoft Excel

- **Air Cargo Operations (2025)**

  Certificate in Air Cargo Operations – *Issued by STED Council, India (Certificate pending)*

LANGUAGES

- English (Fluent)
- Malayalam (Fluent)
- Hindi (Intermediate)

CORE SKILLS

- Inventory Management
- Air Waybill Preparation & Execution
- Customer Service
- Warehouse Operations Support
- Export-Import Documentation (Basic)
- Procurement & Vendor Coordination
- Freight Charge Calculation

ERP & TOOLS PROFICIENCY

- SAP S/4HANA MM Module
- Microsoft Excel (Proficient)
- Google Sheets
- SAP T-Codes: ME21N, MIGO, MIRO
- Basic MS Word & PowerPoint
- WPS Office
- Oracle Siebel CRM
- Email & Document Handling