

ADNAN GHANI SONDAY

Logistics Coordinator

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Dubai



SUMMARY

Multilingual logistics and operations professional with over six years of experience in shipment coordination, compliance, and process improvement for major clients. Excellent at managing complex operations within the supply chain, leveraging advanced analytical and automation skills to enhance productivity and efficiency. Committed to upholding high performance standards and keen on contributing to the success of a dynamic team.

EDUCATION

Post Graduation in Logistics and SCM

University of Pune



03/2015 - 03/2018

Bachelors of Management Studies in Marketing

University of Mumbai

04/2011 - 03/2014

EXPERIENCE

Logistics Coordinator

UPS LOGISTICS PVT.LTD



07/2017 - Present
www.UPS.com

Pune, India

Logistics and supply chain

- Directed initiatives for continuous process enhancement and vigilantly maintained adherence to internal audit standards.
- Possessed proficient understanding of International Commercial Terms (Incoterms) and adeptly handled export documentation.
- Engaged with prominent clients such as Costco to coordinate the efficient clearance of ocean freight shipments arriving from a multitude of countries into the United States and Europe. Developed and implemented cut-off report protocols, and adeptly managed team responsibilities and resource allocation.
- Conducted comprehensive training for new employees, ensuring a seamless integration into the team.
- Provided critical floor support by offering immediate assistance and guidance during operational activities.
- Executed meticulous audits of shipment processes to maintain compliance and quality standards.
- Spearheaded the transition initiative for UK matching procedures, enhancing operational efficiency.
- Performed accurate address verifications to ensure the integrity of delivery processes.
- Prioritised and expedited the clearance of urgent airfreight shipments to meet tight deadlines.
- Fostered strong relationships with key clients, contributing to sustained business partnerships.
- Drove office productivity through the innovation and automation of standard office tools.
- Coordinating the alignment and execution of shipping activities, with a focus on ensuring accuracy and timeliness.
- Engaging in comprehensive cross-training to extend versatility and support across various operational functions.
- Handling the resolution and fulfilment of shipments with past due dates to maintain service continuity.
- Providing essential weekend support to sustain uninterrupted logistics operations.
- Collaborating with the Philippines-based matching team to streamline international workflows. Diligently validating and rectifying discrepancies to uphold data integrity and operational precision. Performing rigorous internal and external audits to ensure compliance with industry standards and regulatory requirements.

Merchandiser
Chanakya Pvt Ltd

01/2014 - 07/2014 Mumbai , India

Fashion and designing

- Inventory updates
- Sampling
- Developing colour codes
- After sales updates
- Making reports for daily in and out of materials.
- Coordinating with tailors and hand work team.

SKILLS

Goal oriented	Customer service	Critical thinker	Decision making
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LANGUAGES

Native	Urdu Proficient	Arabic Intermediate
Hindi Advanced		
English		

TRAINING / COURSES

Advance excel	PowerBI
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ACHIEVEMENTS

<p>& Ace Award</p> <ul style="list-style-type: none">• Most productive and efficient for the year 2017.• Business acumen & customer satisfaction 2018,2019.• Integrity and leadership skills award. 2022,2023.
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PERSONAL DETAILS

Date of Birth: 15/01/1993
Nationality: Indian
Passport number: Y9988449
Passport Validity: 29/10/2033
Visa Details: Visit / Tourist
Visa Validity: 05/02/2024
Marital status: Married