

ASHIK V S

Logistics Coordinator - Freight Forwarding

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PROFESSIONAL SUMMARY

I am a skilled Logistics Coordinator with over 3 years plus of experience in Imports (Air & Sea) at Flyjac Logistics Pvt Ltd, Chennai. I have managed to execute Customer Nominated, Agent-nominated prepaid and collect shipments, overseeing the process from gathering cargo details till the delivery of cargo at customer place. Procuring the competitive rates from agents, negotiation and quoting the best rates with customer to meet their forwarding needs. Proficient in coordinating with agents, shippers, and liners. I have consistently secured timely bookings with carriers, ensuring compliance with operational standards. I focused on optimal container space utilization, reducing unnecessary costs through strategic shipment planning, and contributing to increased shipment profitability and operational efficiency.

EXPERIENCE

Customer Coordinator (IMPORTS)

Flyjac Logistics Pvt Ltd, Chennai, Tamil Nadu, India

Job Description: Executive - Imports (Ocean & Air) Nov 2021 - Till Date.

- Enquiry and Pricing - Procuring competitive rates from Agent, negotiating and submission of quote with consignee.
- Customer Handling - Operational work includes agent communication, Consignee management, timely updates, ensuring flawless quality service to ensure consignee satisfaction.
- RFQ preparation - Required format quotation for long term contracts and submitting Quarterly / Yearly rates and maintaining the same until end of contract period.
- Shipment Handling - Managing the end-to-end process of Shipments and ensuring smooth flow of work without any deviation. Tracking shipments, maintained records, and provided updates to customers.
- Resolved shipment queries, addressed issues, and ensured clear communication with stakeholders.
- Market research and current freight trend analysis
- Cargo movement and CFS Collaboration
- Ensured customs compliance and facilitated clearance with customs agents.

EDUCATION

Diploma in Warehousing and Logistics

Deen Dayal Upadhyay Grameen Kaushalya Yojana (DDU-GKY)

Jan 2021

B.com - Finance

University of Calicut

Jun 2017 - May 2020

HSC/ 12th Commerce

Kerala Board of Higher Secondary Education

Jun 2015 - Feb 2017

SSLC / 10th

Maharashtra State Board of Secondary and Higher Secondary Education

Apr 2015

TRAINING AND CERTIFICATION

Warehouse Management - Inventory, Stock and Supply Chain

Alison Online Course – Learnings - Managing Warehouse Inventory. Controlling, Verifying and Reporting Stock. Inventory and Supply Chain in a Warehouse.

Digital Marketing

Google Digital Unlocked – Learnings - Fundamentals and Basics of Digital Marketing.

SKILLS

- Imports Operations
 - Customer Coordination
 - Leadership and Decision Making
 - Multitasking and Prioritization
 - Documentation Management
 - Supply Chain Management
 - Relationship Building
 - Problem Solving
 - Team Collaboration
 - Communication Skills
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- IT Skills:
 - Ms Office (Ms Word, Excel, PowerPoint)
 - Outlook
 - Shipment Tracking platforms, Shipping Line Portal booking.

LANGUAGE KNOWN

- English
- Hindi
- Malayalam
- Marathi
- Tamil

PERSONAL DETAILS

Permanent Address: Vallathuparambil
House PO Pazhuvil Gayathri Road Thrissur
Kerala India - 680564

Nationality: Indian

Gender: Male

DOB: 17/10/1998