



## LOGISTICS EXECUTIVE

# Varghese Eapen

### OBJECTIVE

Looking towards a challenging career in a growth-oriented organization of repute in it's field and an environment wherein I can utilize my qualification and experience to my knowledge, skills, and abilities for mutual growth.

### EXPERIENCE

#### **Tafra Logistics**

Warehouse In charge| July 2024 - Present

Maintaining stock of customers |Preparation of delivery notes and invoices.

#### **Astrogulf Freight Services LLC | Sales Coordinator |June 2021- May 2022**

Contacted customers to obtain commercial invoices and packing lists and prepared job files for all shipments. Placed bookings with shipping lines to meet consignee's orders before expected time. Followed up truckers to make sure consignments are picked and delivered to necessary places on time.

#### **Worked as a freelancer for IT Companies and Proof reading books in Bangalore| August 2017 – May 2021|**

### CONTACT

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### **ON EMPLOYMENT VISA**

### EDUCATION

MADRAS CHRISTIAN  
COLLEGE,CHENNAI BBA

T.JOHN COLLEGE,BANGALORE MBA

### SKILLS

Communication

Teamwork

Experienced with using softwares such as S.A.P,Excel,Zybo,ERP and Flair.

### LANGUAGES

English

Hindi

Malayalam

Tamil

**Compass Ocean Logistics | Operations Executive | April 2016 – Jul 2017**

Checking stock availability, entering data and updates in the system sending charge related details to clients, finalizing billing once approved by clients. Following up relating to incoming materials and outgoing finished products to ensure prompt delivery to customers.

**DSV AIR AND SEA LLC**

**|Operations Executive| April 2013 – Feb 2016**

Receive export files from warehouses, enter cargo details in the shipping line websites, verify details with the back office. Send invoices, packing lists and other relevant documents including originals to various international destinations. Close files and conclude billing.

**AL FUTTAIM LOGISTICS**

**|Customer Service Representative| Nov 2010 – Jan 2013**

Responsible for the success or failure of delivery schedules. Receive client orders through email, prepare pick lists and send them to the warehouse for picking. Ensure that the orders are packed and ready for loading in delivery trucks. Pass bill of entries and arrange for gate passes to be issued to drivers. Receive, enter and confirm orders in the S. A.P. system, update stock reports. Send daily warehouse reports to clients. Monitor deliveries and ensure customer satisfaction.