

SANUKRISHNA A R



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Muwaileh Commercial –
Industrial Area – Sharjah –
United Arab Emirates

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ABOUT ME

Proactive and detail-oriented Logistics and Supply Chain professional with over 1 year of experience in freight forwarding, documentation, and shipment coordination. Skilled in vendor negotiation, invoice processing, and software tools like NetSuite. Proven ability to manage end-to-end logistics operations and support sales teams with accurate updates and analysis. **Available to join immediately**

EDUCATION

TRANSGLOBE SCHOOL

Post Graduation Diploma in
Logistics & Supply chain
Management – certifications from
ATHE UK, STED Council India, and
LSC India.
2022 – 2023

KERALA UNIVERSITY

Bsc. Physics
2017 – 2020

WORK EXPERIENCE

Logistics Coordinator – Eljo Solution Pvt Ltd

OCT 2024 – MAY 2025

- Confirm job values from the Accounts.
- Prepare export invoices and packing lists; confirm with Sales.
- Service Invoice Submitting to Accounts
- Collecting SOA from vendors and checked with submitted invoices
- Negotiate vendor pricing and arrange transportation.
- Coordinate with BRI DXB.
- Maintain shipment records in Software – Netsuite
- Handle email correspondence with liners, Suppliers, and customers.
- Track and update export & import shipments..
- Manage MBL coordination and release from liners.
- Provide shipment status updates to correspondve sales person.

Documentation Executive – e-Port Logistics Pvt Ltd

OCT 2023 – OCT 2024

- Coordinating with slot and space negotiation on export Bookings
- Managed Container Bookings
- Verifying Invoice, packing list, COO and Customs forms
- Ensure accurate and timely submission of Documents to Customs authorities, shipping lines.
- Handled efficiently end-to-end Process for Shipping Instruction (SI) Submission and MBL release
- HBL draft and HBL preparation & coordinate with customer for correction etc.
- Update expenses and Shipment records in software – Freight Manager
- Correspond via mail with liners, suppliers, and customers
- Tracking of Shipments and Update to clients
- Sending stuffing updates to clients & our agents
- Preparing Service Invoice and sending to Clients

SKILL

- Freight Forwarding – Documentation
- Export Invoice preparation
- E-mail correspondence
- Typing Speed (40 WPM)
- Time Management
- Knowledge in MS word, MS excel, Canva & Outlook

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

PERSONAL DETAILS

- DOB : 05/05/2000
- Nationality : Indian
- Status : Single
- Passport no.: X3619772
- Visa status. : Visit Visa

ACHIEVEMENT

- Won Bronze Medal in Intercollegiate Athletic meet (1500m Race) – 2018
- Participated National Level NCC camp Representing Kerala Lakshadweep Directorate Held at Delhi and Won Third Prize – 2019