

SHONE XAVIER

Abu Dhabi, UAE

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PROFILE

Qualified and result oriented person who is seeking a position with a Logistics company that will allow me to apply and enhance my skills for a suitable career. I am eager to contribute my creativity and hard work towards the success of your company and to the growth of the fast developing field.

SUMMARY

- ❖ Having 1 year of experience in Logistics field
- ❖ Assistant Logistic coordinator at Kuttamthadathil Traders & Manufacturers Anakkara, kerala from October 2020 to November 2021.
- ❖ Overseeing all supply chain operations.
- ❖ Have the ability to quickly identify problems as well as provide appropriate solutions.

SKILL SUMMARY

- ❖ MS Office, Word, Excel, PowerPoint, Outlook, Internet Explorer and MS Windows.
- ❖ Handling the GST basics.
- ❖ Having knowledge about SAP – System Application Product.

PROFESSIONAL EXPERIENCE

Kuttamthadathil Traders & Manufacturers – Oct 2020 to Nov 2021

- ❖ Plan and track shipment of final products according to customer requirements
- ❖ Organizing and managing inventory, storage, and transportation.
- ❖ Analyzing and optimizing logistical procedures.
- ❖ Reviewing, preparing, and routing purchase orders.
- ❖ Liaising and negotiating with suppliers and retailers.
- ❖ Prepare accurate reports for upper management.
- ❖ Arrange same-day deliveries whenever possible.
- ❖ Maintain logs and records of warehouse stock and executed orders
- ❖ Communicate with suppliers, retailers and customers to achieve profitable deals and mutual satisfaction

TECHNICAL QUALIFICATION

- ❖ PG Diploma in Logistics and Supply Chain Management

EDUCATIONAL QUALIFICATIONS

- ❖ BBA- Bachelor of Business Administration 2019
- ❖ Higher Secondary Examination State Board of Kerala, March 2016
- ❖ S.S.L.C State Board of Kerala, March 2014

PERSONAL INFORMATION

Name	: Shone Xavier
Date of Birth	: 15/02/1999
Gender	: Male
Marital Status	: Single
Religion	: Christian
Languages	: English, Hindi, Malayalam and Tamil
Nationality	: Indian

PASSPORT DETAILS

Passport No	:T8929558
Date of Issue	:03/12/2019
Date of Expiry	:02/12/2029

DECLARATION

I am confident of performing any tasks assigned me by your esteemed organization and I hereby declare that all the above information furnished is true to my knowledge and belief.

Shone Xavier