

ANKIT KUMAR CA
Mobile: +971562175764
Email: ankitashok9@gmail.com



Logistics coordinator with invaluable knowledge of managing resources and staff in an Effective and efficient manner. Highly focused with a comprehensive understanding of Logistics, import and export documentation, operations management and supply chain. Boasting a consistent and proven track record of successfully employing best business Practices that improve efficiency, reduce operating costs whilst increasing performance. Committed to bringing continuous in supply chain.

PROFESSIONAL SYNOPSIS

- Responsible for creating company's supply chain strategy and planning resources management accordingly
- Conducted data analysis from shipping & delivering processes to find bottlenecks or other issues frequently
- Maintained supply chain inventory records in excel
- Coordinate with clients for delivery details
- Trained and guided employees and keep them updated with new guidelines or product related practices
- Addressing and resolving shipment and inventory issues
- Ensure drivers are performing all their necessary tasks and responsibilities
- Proper scheduling of drivers for day to day trips and following up the status of drivers and clients
- Update and enter all billing details and related information accurately in to the computer system.
- Coordinating with warehouse to getting material status for doing further shipments
- Coordinate with project team for the site scheduling
- Coordinate with client and supplier for equipment rental, specs, breakdown and off-hiring of the same
- Handle damage and loss claims
- Monitoring shipments costs timelines and productivity
- Maintain all drivers & helper's timesheet & overtime records
- Preparing delivery notes for shipment
- All reports goes to logistics manager

PROFESSIONAL EXPERIENCES

- **BEAVER GULF PRECAST FZE**

worked as, a Logistics coordinator from September 2017 to September 2021

ADDITIONAL SKILLS & STRENGTHS

- Excellent Communication.
- Identification of New Business Opportunities.
- Record Sales Information & Maintain Customer Records.
- Self-Motivated.
- Strong Relationships Building.

ACADEMICS

BACHELOR OF TECHNOLOGY:

Mechanical Engineering(AMIE) 2017-2021

Indian Institution of Engineers India (IIE) – India

DIPLOMA IN TOOL & DIE MAKING: (2011-2013)

NETTUR TECHNICAL TRAINING FOUNDATION (NTTF)

[An ISO 9001-2000 training institution] Tellicherry, Kerala India.

PERSONAL DETAILS

Date of Birth : 04/8/1993 **Marital status** : Married **Nationality**
: Indian
Languages Known : English, Hindi & Malayalam
Passport Number : M9363996

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Dubai

Date: