AMAL AJITH

WAREHOUSE / LOGISTICS COORDINATOR

PHONE
+971-52 189 8207
+91- 9446 096 806

EMAIL
amalajith0511@gmail.com

Linked in
linkedin.com/in/amal-ajith-9b5156232?

EDUCATION

BACHELOR OF SCIENCE IN ELECTRONICS
CET College of Management Science & Technology (MG University)
Kerala, INDIA

HIGHER SECONDARY
Mar Coorilose Memorial HSS
Kerala, INDIA
State Board of Kerala

SSLC
Mar Coorilose Memorial HSS
Kerala, INDIA
State Board of Kerala

SKILLS

- Warehouse Operations Management
- Inventory Control & Stock Management
- Order Processing & Fulfillment
- Shipping & Receiving Coordination
- Logistics & Supply Chain Coordination
- Inventory Management Systems
- Warehouse Safety & Compliance
- Material Handling & Distribution
- Stock Replenishment & Order Picking
- Quality Control & Product Inspection
- WMS ERP system knowledge
- Excellent communication

PROFILE SUMMARY

Detail-oriented and results-driven Warehouse Coordinator with 5 years of experience in managing warehouse operations, logistics coordination, inventory control, and distribution. Expertise in overseeing daily warehouse activities, ensuring the efficient movement of goods, and maintaining stock accuracy. Skilled in inventory management systems, order processing, shipping coordination, and ensuring compliance with safety and quality standards. Proven ability to optimize warehouse layouts, manage stock levels, and streamline supply chain processes to improve efficiency. Strong communicator and team player with a focus on meeting deadlines, minimizing errors, and providing exceptional support to the operations team.

PROFESSIONAL EXPERIENCE

Sep 2022 - Present

WAREHOUSE COORDINATOR
DNATA LOGISTICS, JEBEL ALI | DUBAI, UAE

- Managed stock records, conducted audits and implemented inventory control processes to ensure accuracy
- Oversaw the order fulfillment process, ensuring timely and accurate deliveries
- Coordinated receipt, storage and distribution activities, including managing import/export documentation
- Maintained accurate documentation and generated detailed operational reports
- Communicated with suppliers and vendors to ensure timely and accurate deliveries and resolve any issues
- Supervised the upkeep of warehouse facilities, ensuring a clean and organized environment
- Provided training and support to new warehouse staff, ensuring adherence to company procedures and standards
- Prepared detailed operational reports, analysed data and implemented
- improvements to enhance operational efficiency
- Addressed and resolved customer queries and complaints, ensuring high levels of customer satisfaction

Nov 2019 - Apr 2022

LOGISTICS COORDINATOR & WAREHOUSE MANAGEMENT
KAPICO MIDDLE EAST FZE | DUBAI, UAE

- Collect and compile information from project teams, vendors, clients, and procurement to create detailed logistics plans that align with project schedules.
- Follow up with vendors to select optimal transportation routes for materials, plant, and machinery to project sites.

SOFTWARE SKILLS

- MS Word
- MS Excel
- PowerPoint

LANGUAGE KNOWN

- English
- Hindi
- Malayalam
- Tamil

PERSONAL DETAILS

Address   : Dubai, UAE
Nationality   : Indian
D.O.B   : 05/11/1996
Gender   : Male
Marital Status : Single
Passport No   : S2908576
Date of Expiry : 27/05/2028
Visa status   : work visa

HOBBIES

Music

Traveling

Photography

Arts

- Inform shipping contractors to ensure timely collection of materials as per the scheduled dates and manage the shipping process.
- Plan and coordinate the consolidation of cargo, ensuring efficient delivery and cost-effective shipping.
- Follow up with shipping agencies for the collection of Delivery Orders and related documents.
- Coordinate with subcontractors to track the status of transportation for project materials, machinery, and equipment, updating the logistics plan as needed.
- Monitor shipping costs, work directly with shipping agencies to expedite shipments, and ensure costs stay within budget.
- Regularly update shipment status reports and ensure all information is recorded in the Material Management System or shipping module.
- Maintain records of damages during transit and prepare necessary insurance declarations.
- Handle exit-entry submissions for exports, manage customs documentation and clearance, including E-MIRSal 2 and E-token generation in Dubai Trade Portal.
- Coordinate transportation providers to ensure timely and correct movement of shipments to designated locations.
- Review purchase orders and shipping documents to ensure accuracy and compliance.
- Make special shipping arrangements as needed to meet project requirements.
- Prepare bills and invoices for shipping and warehouse activities.
- Ensure that all logistics and shipping services meet required quality and service standards.
- Develop and implement processes to improve supply chain efficiency and organization.
- Manage warehouse operations, customs procedures, and handle warehouse-related finance and expenses.

DECLARATION

Hereby declare that all the details mentioned above are in accordance with the truth and fact as per the knowledge and hold the responsibility for the correctness of the above-mentioned information.

AMAL AJITH