



# Ajay Kumar

Organized Logistic Coordinator and clear communicator with record of success in storage management and distribution coordination. Versed in keeping personnel aligned with key objectives and consistently meeting performance indicators. Analytical and critical thinker ready for operational challenges.

## CONTACT

- 📍 Abu Dhabi
- 📞 +971 509512080
- ✉ Ak220792@gmail.com

## SKILLS

- Inventory management
- Export and import management
- Supply chain management
- Warehouse coordination
- Delivery coordination
- Microsoft Dynamics
- Distribution issue resolving
- SAP ERP
- Coordination
- Back-office operations
- Shipping and receiving
- Report preparation and development
- Documentation and reporting
- Microsoft Office
- Data entry documentation
- ECC 6.0
- Office 365
- WMS Implementation

## CERTIFICATES

- SAP FICO
- TALLY 9.0
- MIS

## LANGUAGE

- Hindi
- English

## EXPERIENCE

### **Logistics Coordinator** 01/2022 - 05/2023

#### **Central Warehousing Corporation – Lucknow, India**

- Prepare Daily, Weekly and Monthly report i.e., VCR, MIS, MPR
- Kept communications regular with internal and external customers, updating them on matters including timeframes and order status.
- Kept in regular contact with delivery drivers to maintain updated on order statuses and promptly communicate to customers in case of any shipment delays.
- Coordinated warehouse activities to ensure inbound and outbound lead times were accurate and managed efficiently.
- Updated Systems Applications and Products software with current data for enhanced stock management.
- Motivated warehouse staff to load, receive and package goods within target timeframes to meet shipping deadlines.
- Tracked inventory levels and optimised ordering strategies to meet availability needs whilst maintaining budget goals.
- Implementation of WMS Software of all the warehouse.
- Delete and Cancel Work slips in WMS Software.

### **Logistics Coordinator** 12/-2019 – 01-/2022

#### **Wow Momo Foods Pvt Ltd. – Lucknow, India**

- Ensured supplies, stock, materials, packages and products were processed through the delivery systems efficiently and safely.
- Ensured the efficient and cost-effective distribution of goods by closely monitoring all steps within the supply chain process.
- Coordinated warehouse activities to ensure inbound and outbound lead times were accurate and managed efficiently.
- Updated Systems Applications and Products software with current data for enhanced stock management.
- Directed daily operations to achieve maximum efficiency and productivity.
- Coordinated forwarding transportation with external contractors.
- Despatched transport personnel and vehicles to fulfil resupply requirements.

## EADUCATION

2017

### • **Master of Business Administration**

Dr. APJ Abdul Kalam Technical University – Lucknow, India

2015

### • **Bachelor of Business Administration**

Sam Higginbottom Institute Agriculture Technology and Science – Lucknow, India