

ATHUL RAMESH

Logistics Co-ordinator

Profile

Dynamic Logistics coordinator with a drive of tackling goals and achieving success. Bringing forth the ability to lead and collaborate, with a substantial knowledge about supply chains and logistics networks. Looking forward to join a reputable organization that offers excellent opportunities for progression and development.

Work Experience

Dec 2017 -
Present]

Rhythm Records LLC, Dubai

ACCOUNTS/LOGISTICS CO-ORDINATOR

- Developed and executed strategy for logistics and inventory management.
- Worked to advance a positive supply chain and powerful logistics networks.
- Managed strategic resources to ensure cost-effective procedures.
- Looking after the Accounting Finance & Logistics requirements of the company.
- Liaising with the freight forwarder and the suppliers for the pick-ups and deliveries to the company warehouse.
- Interacting with suppliers regarding the products and support system to marketing. Responsible for purchase requirements of the company and following up with the specifically managing Accounts Payable
- Ensured accurate and timely processing of accounting data. Performed accounts receivable functions, balancing cash and posting sales invoices.
- Worked with accounts payable department to post invoices. Accurately entered transactions into proprietary company accounting system (ERP)
- Completed ad hoc assignments and analyses for managers and supervisors.


Mar 2017 -
October
2017


Trading Products Gulf FZE, Dubai

CUSTOMER SERVICE EXECUTIVE

- Responsible for analysing customer issues and develop necessary action and ensure optimal levels of customer satisfaction
- Managed a high-volume workload within a deadline-driven environment. Resolved an average of 550 inquiries (Sending and Replying through Emails) in a given day and consistently met performance benchmarks in all areas (speed, accuracy, volume)
- Maintaining and updating project data base (Microsoft Excel Project data basis).
- Strategic-relationship/partnership-building skills --listen attentively, solve problems creatively, and diplomacy to find common ground and achieve win-win outcomes.
- Officially commended for initiative, enthusiasm, tenacity, persuasiveness, intense customer focus and dependability in performance evaluations.
- Handle customer inquiries, complaints, billing questions and payment extension/service requests. Calm angry customers, repair trust, locate resources for problem resolution and design best-option solutions.



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 International City, Dubai, UAE

EDUCATION HISTORY

Bachelors in ECE Engineering

Cusat University
College of Engineering, Adoor, Kerala

July 2009- Apr 2013

Higher Secondary

Kerala State Board Education
St. Joseph's HS school, Achuthengu,
Kerala

June 2007 - March 2009

SSLC, Matriculation

Kerala State Board Education
Jyoti Nilayam English Medium School,
Trivandrum,
Kerala

-March 2007

Language

English

Malayalam

Hindi

Tamil

LICENSE DETAILS

UAE Driving license : Valid till 2025

**February
2016 -
December
2016**

Legus Solutions Pvt.Ltd, Kerala

TECHNICAL ADVISOR

- Establishing new, and maintaining existing, relationships with customers.
- Coordinate technical activities amongst technicians, users, computer along with communication networks. Performing the assign duties by the customer service director.
- Conduct administrative and technical reviews along with funding recommendations for organization proposals.
- Support to develop and execute all program reviews.
- Co-coordinating sales projects
- Responsible for computer maintenance, recovery of technical problems.
- Co-ordinate with purchase people for getting materials on time
- Managing software design works
- Maintaining complete records and documents

PROFESIONAL SKILLS

- Administrative and clerical skills
- Employee communication and management
- Leadership skills
- Knowledge of warehouse and Transportation operations.
- Co-ordination
- Time- Management skills
- Able to work under pressure and meet to deadline.
- Excellent communication skills and commercial acumen.
- Able to make sound financial decisions.
- Proficiency in Microsoft office, Outlook and ERP.
- Excellent telephone manner skills with ability to speak clearly and confidently.
- Having hands on approach to day to day functions and activities.

CERTIFICATIONS

- Completed Post Graduate Diploma in Industrial Automation from SMEC labs. Well versed in PLC & PAC Programming, SCADA/Touch Panel Programming (HMI), Variable frequency Drives (VFDs) and Industrial Networks & Communications. [7 PLC, 5 SCADA, VFD, HMI]
- Participated in International Conference and Papers Presented
- Completed the course in Network Stimulation Tool and implementing post graduate project

TECHNOLOGIES FAMILIAR WITH

- Basics of C, C++
- Win 8, Win 7, Win XP, Ubuntu
- Basics Embedded C Programming
- Programming in 8051 microcontroller
- PCB designing
- MS-Office.

REFERENCES

- Available on request