



Dawood Asif

Logistics Coordinator / Operations Executive/ Admin

As a dynamic professional with over eighteen years of comprehensive experience, I specialize in optimizing supply chain processes, enhancing procurement strategies, and driving operational excellence across various industries. My career has been marked by a consistent ability to deliver cost-effective solutions while maintaining rigorous standards of quality and compliance. I am adept at managing end-to-end logistics, ensuring seamless coordination between suppliers, vendors, and internal teams to meet tight deadlines and exceed client expectations. My leadership in cross-functional teams has led to the successful execution of projects that improve efficiency and reduce operational costs. I bring a robust understanding of inventory management, contract negotiation, and process improvement, always with a focus on continuous enhancement of service delivery. My educational background in Public Administration, coupled with a strategic mindset, enables me to align logistics and operational strategies with overarching business goals, driving sustained growth and profitability.

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📍 Trichy, India

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SKILLS

Supply Chain Management Operational Efficiency Inventory Optimization Client Relations Demand Forecasting

Contract Negotiation Administration Procurement Strategies Compliance Management Logistics Coordination

Cost Reduction Warehouse Management Shipping and Receiving Performance Metrics Workflow Management

Customer Service Data Analysis Resource Allocation Procurement Vendor Management Team Leadership

WORK EXPERIENCE

LOGISTICS COORDINATOR

Green Traders

01/2016 - Present,

Trichy, India,

Achievements/Tasks

- Ensuring compliance and operational efficiency by managing all import and export activities for shipments.
- Achieving timely and accurate delivery schedules by coordinating with overseas suppliers.
- Streamlining operations and reducing costs by overseeing transportation logistics, scheduling shipments, selecting carriers and forwarders.
- Managed import/export compliance.
- Utilized computer systems to track shipments from origin to destination and generate reports accordingly.
- Coordinated daily operations such as loading, unloading trucks, packing orders, shipping, receiving items, and other logistics activities. Resolved problems arising from incorrect shipment details or inaccurate paperwork quickly and efficiently.

Office Administration Manager Confident Hitech Pvt Ltd

05/2007 - 08/2015,

KL, Malaysia

Achievements/Tasks

- Ensured smooth and timely operations by effectively managing the entire transit process for inbound and outbound shipments
- Optimized logistics operations by planning and implementing comprehensive strategies, including warehouse management, transportation coordination, and customer service.
- Assisted in the development of organizational documents such as contracts, proposals, letters, memos and reports.
- Created reports using Microsoft Excel to track financial information such as budgets and expenditures.
- Established effective communication channels between departments to ensure smooth coordination of work activities.
- Managed office operations and procedures, including records management systems, to improve efficiency and accuracy.
- Developed strategies for improving customer service processes, increasing the accuracy of data entry, and streamlining administrative tasks.

Office Administration Executive Cape Vest Pvt. Ltd

04/2005 - 04/2007,

KL, Malaysia

Achievements/Tasks

- Ensured regulatory compliance and minimized delays by effectively managing overall customs clearance procedures for sea import shipments
- Enhanced transportation efficiency by arranging vehicles tailored to cargo specifications, including container & Air shipments
- Managed customs for timely sea imports.
- Created and maintained filing systems for both electronic and paper records.
- Reviewed incoming emails and responded promptly as appropriate.

Business Manager

Five Star AV S/B

08/2000 - 07/2004,

KL, Malaysia

Achievements/Tasks

- Oversaw shipping, receiving, inventory, and order processing operations, ensuring smooth and efficient workflows
- Established and implemented operational procedures for verifying incoming and outgoing shipments, handling materials, and maintaining up-to-date warehouse inventory, enhancing overall efficiency
- Managed the day-to-day operations of the business including scheduling resources, monitoring workflow and ensuring deadlines are met.

EDUCATION

Diploma in Computer Applications

PINNACLE SOFTWARE

1997

Trichy, India

Master of Arts

2001

Annamalai University

Annamalai, India

TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint & Outlook) , Tally Accounting (Basic)

PERSONAL DETAILS

Date of Birth 17/12/1969

Nationality Indian

Marital Status Married

Visa Status Nil

LANGUAGES

English ● ● ● ● ●

Malayalam ● ● ● ● ●

Tamil ● ● ● ● ●

Hindi ● ● ● ● ●

Urdu ● ● ● ●

Malay ●