



# JINSON K JOY

## LOGISTICS&TRANSPORT COORDINATOR

9 YEARS OF CORE EXPERIENCE IN LOGISTICS,PMV  
AND TRANSPORT COORDINATION

### CONTACT

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- jnsnkjoy@gmail.com
- Sharjah,Al Nahda,UAE

### EDUCATION

2014- 2016

CII INSTITUTION

**Diploma in Logistics And  
Supply Chain Management**

### SKILLS

- VEHICLE'S AND TRANSPORTAION COORDINATION.
- PLANT AND EQUIPMENT'S COORDINATION.
- CONTROLLING DRIVERS.
- VEHICLE, PLANT AND EQUIPMENT MASTER DATA CONTROLLER & CO-COORDINATOR IN ERP.
- WORKSHOP MAINTENANCE.
- EXCELLENT COMMUNICATION
- KNOWLEDGE OF DYNAMICS SOFTWARE & GOOD KNOWLEDGE IN ERP OR AMS.

### SUMMARY

SEEKING A CHALLENGING POSITION IN THE FIELD OF TRANSPORT, EQUIPMENT'S AND LOGISTIC IN A WELL RENOWNED ORGANIZATION THAT OFFERS AN OPPORTUNITY TO UTILIZE AND UPGRADE MY EXPERTISE BY MAKING EFFECTIVE CONTRIBUTION.

### PROFESSIONAL EXPERIENCE

COMPANY : SEVEN SEAS STEEL INDUSTRIES  
POSITION : LOGISTICS &TRANSPORT INCHARGE  
PERIOD : 2023 TO PRESENT  
COUNTRY : UNITE ARAB EMIRATES

COMPANY: RAMACO TRADING AND CONTRACTING  
POSITION: SITE LOGISTICS OFFICER  
PERIOD : 2017-2023  
COUNTRY: QATAR

COMPANY: PETROFAC  
POSITION : LOGISTICS OFFICER  
PERIOD : 2015-2016  
COUNTRY : SAUDI ARABIA

COMPANY: MONARCH AGENCY  
POSITION : WAREHOUSE SUPERVISOR  
PERIOD : 2015  
COUNTRY : INDIA

### JOB PROFILE

- JOINED AS A "SITE LOGISTICS OFFICER IN PMV DEPARTMENT WITH THE VEHICLE AND EQUIPMENT COORDINATOR IS RESPONSIBLE FOR THE SUPERVISION, MOVEMENT AND COORDINATION OF ALL ACTIVITIES.
- AS PER DAY-TO-DAY MECHANICAL DEPARTMENT OPERATIONS EMAIL & TEL. COMMUNICATION.
- COORDINATE AND CONTROL THE FLEET OF MORE THAN 150 VEHICLES AND MORE THAN 50 EQUIPMENT'S.\.ATTENDING MEETING FOR FORTHCOMING WORK AND ARRANGING VEHICLES AND EQUIPMENT'S ACCORDINGLY

## COMPUTER KNOWLEDGE

- ..WINDOWS OPERATIONS
- .MS WORD AND EXCEL
- .INTERNET & E-MAIL / VEHICLES MONITORING ONLINE SYSTEM. (GPS / IVMS).
- .MICROSOFT OFFICE OUTLOOK
- . GOOD KNOWLEDGE IN ERP SYESTEM.

## PERSONAL PROFILE

DATE OF BIRTH : 06/09/1994

NATIONALITY : INDIAN

MARITAL STATUS : MARRIED

NATIVE ADDRESS :KOLLAKUZHIL (H)

KOCHUKOICKAL PO  
PATHANAMTHITTA  
KERALA,INDIA,  
PIN 689667

## PERSONAL DETAILS

DRIVING LICENSE: UAE 4673803  
QATAR : 29435618056  
INDIA : 62/1125/2012  
PASSPORT : L7790273

## LANGUAGES

ENGLISH : FLUENT  
HINDI : FLUENT  
TAMIL : FLUENT  
MALAYALM : NATIVE/FLUENT  
ARABIC : MANAGEABLE

- .PREPARING DAILY, WEEKLY AND MONTHLY VEHICLE AND EQUIPMENT UTILIZATION REPORT.
- .MANAGING AND COORDINATING THE OPERATING DRIVERS.
- .ARRANGING THIRD PARTY AND QP PERSONALS TO INSPECT EQUIPMENT'S AS PER THE SITE & PROJECT REQUIREMENTS.
- .KEEPING PROPER RECORDS OF VEHICLE ROAD PERMIT, INSURANCE, THIRD PARTY & QP APPROVED CERTIFICATES.
- .HANDLING PETTY CASH AS PER DAY-TO-DAY MAINTENANCE.
- .UPDATING IN ERP MASTER DATA FOR NEW VEHICLE & EQUIPMENT'S IN DETAILED INFORMATION.
- .RESPONSIBLE FOR PERIODIC SERVICE AND INSPECTION OF COMPANY OWNED VEHICLES AND EQUIPMENT'S.
- .ARRANGING MECHANICS IF ANY VEHICLE AND EQUIPMENT'S BREAKDOWN IMMEDIATELY.
- .UPON PRESENCE OF ACCIDENTS COORDINATE WITH HR DEPARTMENT TO TAKE NECESSARY ACTIONS.
- .PREPARING TRAFFIC VIOLATION REPORT AND SEND TO HR & FINANCE DEPARTMENT FOR DEDUCTING FROM THEIR SALARIES.
- .SCHEDULE THE MAINTENANCE OF ANY VEHICLES NEEDS SERVICE.
- .SENDING VEHICLE AND EQUIPMENT MOVEMENT SHEET FOR END USER OR PROJECT MANAGER SIGNATURE.
- .PREP ARING ALL DOCUMENTATION RELATING TO REGISTRATION, INSURANCE, POLICE REPORT AND INSURANCE CLAIMS.
- .RECOMMENDING TO MANAGEMENT THAT LEVEL PERIODICAL TRAINING OF DRIVERS ON SAFETY, LEGAL, GOVERNMENTAL REQUIREMENTS TO AVOID ANY VIOLATIONS.
- .HANDLING LICENSING PROCE DURES AND RENEW AL PROCESSES FOR DRIVERS.
- .KEEPING RECORDS & FILES UPDATE
- . CONTINUOUS COORDINATION WITH WORKSHOP STAFF, ALL DEPARTMENTS (LANDSCAPE & IRRIGATION, TRANSPORT & ENGINEERING SERVICES, CONSTRUCTION, INTERIOR, FACILITY MANAGEMENT SERVICES DEPARTMENT) AND SUPPLIERS

**JINSON K JOY**