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# Noushad TT

Logistics Operation Supervisor



## Summary

I am a Supply chain operation expert with thirteen years of experience in logistics operations such as transportation, warehouse, inventory and procurement in the various industries like door to door cargo, packing and repacking services, oilfield supply chain and lighting.

I am a detail-oriented and organized individual with excellent communication skills and the ability to work in a fast-paced and dynamic environment. I am also proficient in various ERP software and tools, including SAP, Oracle, TMS, and WMS.

## Skills

- Excellent communication skills and ability to interact with clients and understand their requirements.
- Excellent time management skills and ability to work under pressure.
- Excellent analytical, organizational, oral and problem solving skills.
- Prioritizing tasks and managing time effectively to meet deadlines and maintain workflow.

## Academics

**PGDCM (Post Graduate Diploma in Convergence Media)**  
Centre for Convergence Media Studies (CCMS), Kerala University, Trivandrum, Kerala, India. (2007)

**BA (Bachelor of Arts)**  
University of Calicut, Kerala, India (2004)

## Languages

- English \*\*\*\*\*
- Hindi \*\*\*\*\*
- Arabic \*\*\*\*\*
- Malayalam \*\*\*\*\*
- Tamil \*\*\*\*\*

## Work history

**Logistics Operations Coordinator - July 2023 to Sep 2024**

**3S Lighting Solutions LLC - DIP-1, DUBAI**

- Leading warehouse operations team to maintain accurate supply chain functions in daily collections and deliveries.
- Develop and implement efficient transportation plans for routes to minimize costs in daily deliveries.
- Negotiate contracts and establish relationships with carriers, freight forwarders, and other transportation service providers.
- Manage and assign duty to a high quantity group of drivers as per work priority.
- Prepare and process shipping documents (Commercial Invoices & Packing list), including bills of lading and customs paperwork.
- Receive inbound materials at the warehouse and enter the GRN after the verification by the storekeeper.
- Schedule delivery of the materials at project sites on demand.
- Arrange collections of the samples from the suppliers and customers, considering the salesperson's request.
- Create POs for the salesperson by ERP, after their approval send them to suppliers and follow up accordingly.
- Prepare Delivery notes by ERP against the delivery order request raised by the salesperson.
- Develop efficient shift schedules for warehouse laborers and lighting technicians that consider the physical demands of the work at the sites.
- Maintain electronic and hard copy filing system on a project basis.

**Logistics Coordinator (Oil & Gas - Non Gold-Schlumberger) - Aug 2018 to June 2023**

**Aramex Emirates LLC - JAFZA, DUBAI**

- Managing and organizing logistics-related documents, such as shipping, customs documentation, bills of lading, freight invoices, packing lists, and other relevant records.

## Software Skills

- Microsoft Office Suites
- Outlook Express
- ERP Software’s
- Adobe Software Suites
- HTML
- CSS
- Javascript

## Certifications

### Type Writing - English (Lower)

Kerala Government Technical Examination (KGTE) Trivandrum, Kerala, India. (1999)

## Personal

Nationality	-	Indian
Passport#	-	Y7516348
Visa Status	-	Cancel
Religion	-	Muslim
DOB	-	28-02-1981

## Interests

Playing Cricket | Playing Badminton  
Watching sports | Acting | Listening Music  
Watching Movies | Travelling | Social Media  
Photography | Volunteering | Cooking

## Declarations

I hereby declare that the above given details are true and correct to the best of my knowledge and belief.

Date: 05-10-2024  
Place: Dubai  
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- As per the customer's request or raised bids, prepare quotes negotiate with the pricing team and submit to the customer for approval.
- Implementing and maintaining document control procedures and processes specific to operations, ensuring accuracy, completeness, and compliance with relevant regulations and standards.
- Coordination of SEA & AIR shipment with origin logistics team and freight forwarders.
- Checking document (BL, AWB), preparing full set of documents for pre-alerts.
- Arranging all urgent express shipments - via courier service.
- Reviewing and verifying final documents for accuracy, completeness, and adherence to regulatory requirements, ensuring that all necessary documentation is in place for smooth operations.
- Maintaining accurate and up-to-date records of logistics transactions, including document movements, changes, and maintaining appropriate audit trails for reference and compliance purposes.
- Collaborating with internal teams, external vendors, and stakeholders to ensure efficient logistics document flow, resolve any document-related issues, and facilitate effective communication throughout the supply chain.

### *Inventory & Reconciliation Specialist (Oil & Gas) - Aug 2018 to Sep 2022* **MI-SWACO (SCHLUMBERGER) - Aramex (Contract), JAFZA, DUBAI**

- Managing Inventory track sheet with Custom in and out BOE details.
- Pull out the BOE’s from the Inventory sheet to custom out as per the sales order request for Hub Logistic Specialist.
- Preparing the commercial invoice and Packing list for the sales team.
- Retrieve the export BOE from the portal and upload related documents (export BOE and CIPL) for mapping.
- Retrieve the data list from the OSC (Oilfield Supply Center) portal and map it with related export documents.
- Modify the Inventory sheet and reconciliation sheet with the progress of mapping status.
- Submitting fully reconciled lines list (BOE) to OSC team for review.

### *Warehouse In Charge cum Admin Asst. - Dec 2013 to Aug 2018* **MANHATAN INTERNATIONAL CARGO LLC - DUBAI, UAE**

- Oversee daily warehouse operations including receiving, storage, and dispatch of goods.
- Maintain accurate inventory levels and manage stock control.
- Supervise and train warehouse staff to enhance performance and efficiency.
- Prepare reports on warehouse performance, inventory levels, and operational issues.
- Provide general administrative and clerical support including mailing, scanning, faxing and copying for sales team.
- Maintain electronic and hard copy filing system.
- Creating brochures, visiting cards and banners for the sales promotion.

### *Operations / Administrative Executive - Oct 2011 to Nov 2013* **POPULAR CARGO LLC - Abu Dhabi, UAE.**

- Communicated with customers for picking and dropping off cargo.
- Preparing quotations and invoice for customer requirement.
- Preparing packing lists & delivery manifest for shipments.
- Maintain electronic and hard copy filing system.
- Designing brochures & flyers for promotions.