

NISHIL MANUEL

Operations and Logistics Coordinator

UAE, Sharjha
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PROFESSIONAL SUMMARY

Highly skilled professional with a strong foundation in logistics, trade compliance, and export control. Extensive experience in managing cross-border shipment processes, ensuring adherence to international trade laws, and implementing effective compliance measures. Adept at mitigating risks, coordinating with diverse stakeholders, and providing strategic insights to enhance business operations within complex regulatory frameworks.

Key responsibilities include:

- **Technical Expertise:** Practical knowledge of export control regulations and sanctions compliance.
- **Foreign Trade Experience:** Proficient in managing international trade operations and ensuring regulatory adherence.
- **Leadership Skills:** Experienced in guiding teams on compliance processes and conflict resolution.
- **Continuous Learning:** Adaptable to evolving international export control legal frameworks.
- **Quality and Results Orientation:** Focused on delivering high-quality outputs in legally significant areas.
- **Effective Collaboration:** Proven ability to work with cross-functional teams and external coordinators.
- **Communication Proficiency:** Skilled in conveying complex regulatory results to diverse audiences.

EDUCATION

Skill Mount | Diploma in Taxation and VAT UAE

Taxation and VAT - UAE - 2024

Mg University - Siena College of Professional Studies | Bachelor of Commerce

Finance And Taxation -2019

SKILLS

Tally Prime	B2B and B2C Order Fulfillment
MS Excel	Stock Reporting & Data Analysis
Customer Relations Management	Inbound & Outbound Logistics Coordination
Inventory and Operations	Problem solving
Software Proficiency (WPS	Time management
Export and Import Documentation	Customs Clearance

EXPERIENCE

Hi Volt Electronical Solutions - Ernakulam

WAREHOUSE MANAGER | 04/2024 to 11/2024

- **Receiving & Quality Assurance:** Coordinated the receiving of products from sellers, ensuring accurate quantity checks and conducting thorough quality control (QC) inspections.

- **Inventory Management:** Oversaw the putaway process and stock entry using PDA scanning devices, maintaining accurate and organized inventory records.
- **Stock Reporting:** Prepared and submitted detailed monthly stock reports to sellers, ensuring transparency and accuracy.
- **Order Fulfillment:** Managed B2B and B2C orders, ensuring timely and efficient processing of inbound and outbound activities.
- **Packing Operations:** Supervised the packing process for various products, adhering to quality standards and delivery timelines.
- **Operational Coordination:** Conducted regular operations follow-ups to ensure seamless workflow and resolution of bottlenecks.

Capella - Dubai (Remote)

ACCOUNTING AND TAXATION INTERN | 02/2024 to 05/2024

- Managed client accounts from basic transactions to final financial report preparation using Excel and Tally.
- Analyzed financial data and generated comprehensive reports to aid decision-making.
- Prepared financial statements (balance sheets, income statements) adhering to international standards.
- Ensured accuracy by reconciling financial data and identifying discrepancies.
- Gained knowledge of UAE tax laws and corporate tax compliance.
- Maintained confidentiality and demonstrated quick adaptability to new accounting processes.

SIS Prosegur – Edapally

MIS EXECUTIVE | 04/2023 to 04/2024

- Managed data entry, reports, and daily ATM cash loading using WPS Office.
- Developed data-driven reports, improving operational efficiency and accuracy.
- Conducted route audits to ensure compliance and enhanced operational processes.

OPERATIONS COORDINATOR AND LOGISTICS EXECUTIVE | 08/2019 to 05/2023

Kumaroth Shipping Agencies – Willingdon Island

- Communicated with clients for documentation and filed customs declarations.
- Ensured compliance with customs regulations and managed LCL/FCL shipment clearances.
- Coordinated logistics and provided regular shipment status reports to clients.
- Preparing Packing List, Check List, Bill of lading
- Arranging Transportation (Containers regarding the needs)
- Cargo tracking and follow up.
- Attended cargo clearance from DP World.

CERTIFICATIONS

- **Counter Sales Executive | National Skill Development Corporation | 2019**
- **Understanding Logistics | LinkedIn | 2023**
- **Lean Six Sigma Foundations | LinkedIn | 2023**
- **Job Skills: Supply Chain and Operations | LinkedIn | 2023**

ADDITIONAL INFORMATION

Date of Birth: 07/02/1998

Permanent Address: Veliparambil House 9/560A, Nazareth, Kochi 02

Passport details: W2244247

Date of Expiry : 04/07/2032

Languages known: Malayalam, English, Tamil, Hindi