



+971 55 8142294

noushadtt@gmail.com

<https://www.linkedin.com/in/noushad-t-t-0bb6b72a/>

Noushad TT

Senior Logistics Coordinator



Summary

I am a Logistics operation expert with six years of experience in logistics coordination in the lighting & oil and gas industry, known for being organized and detail-oriented. Overseeing intricate supply chains, project management expertise, and tackling industry-specific obstacles.

My skills include transportation, inventory management, procurement, etc. I am adept at communication and value confidentiality. Knowledge of ERP software and tools for logistics management, including tracking, reporting, and planning.

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 written communication 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 | ***** |
| • Malayalam | ***** |
| • Tamil | ***** |

Work history

Senior Logistics Coordinator cum Procurement Specialist - July 2023 to Sep 2024

3S Lighting Solutions LLC - DIP-1, DUBAI

- As a senior logistics coordinator leading the operations team to reach the goal before the timeline.
- 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.
- 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.
- Create 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.
- Assign technicians to the sites considering the salesperson's request.
- Arrange submit and collect documents (drawings, cheque's) from clients and suppliers.

Document Controller (Oil & Gas - Non Gold-Schlumberger) - Aug 2018 to June 2023

Aramex Emirates LLC - JAFZA, DUBAI

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	-	Residence
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: 07-09-2024
Place: Dubai **NOUSHAD.T.T**

- Managing and organizing logistics-related documents, such as shipping, customs documentation, bills of lading, freight invoices, packing lists, and other relevant records.
- 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.
- Reviewing and verifying final documents for accuracy, completeness, and adherence to regulatory requirements, ensuring that all necessary documentation is in place for smooth operations.
- Facilitating the distribution of documents to appropriate stakeholders, including carriers, freight forwarders, customs authorities, and internal departments, while ensuring proper tracking and recording.
- 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) - CLIENT SITE, 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.

Admin Asst. cum Graphic Designer - Dec 2013 to Aug 2018
MANHATAN INTERNATIONAL CARGO LLC - DUBAI, UAE

- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.
- Maintain electronic and hard copy filing system.
- Answer calls from customers regarding their inquiries.
- Maintain office supplies for department.
- 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.