



MUHAMMAD ROSHAN

Logistics coordinator

CAREER SUMMARY

Accomplished Logistics coordinator offering valuable experience that includes the coordination, transportation, and delivery of goods. Offer expertise in key tasks such as organizing the safe and efficient storage and distribution of goods, and to ensure that orders are satisfied correctly. Exemplary record of ensuring stock is maintained and moved efficiently while providing great customer service.

CONTACT



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 muhammadroshan154@gmail.com

KEY SKILLS

- LOGISTICS MANAGEMENT
- WAREHOUSE MANAGEMENT
- TRANSPORTATION
- OPERATIONS ANALYSIS
- ANALYTICAL SKILL
- FINALIZATION
- LEADERSHIP
- QUICK LEARNING
- TIME MANAGEMENT

LANGUAGE KNOWN

- ENGLISH
- MALAYALAM
- TAMIL
- HINDI

EXPERIENCE

Logistics coordinator (Nov 2019-Dec 2022)

St.Thomas Metal ,Cochin,India

- Coordinate and monitor supply chain operations
- Strategically plan and manage logistics, warehouse, transportation and customer services.
- Ensure premises, assets and communication ways are used effectively
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
- Keep logs and records of warehouse stock, executed orders etc.
- Plan and track the shipment of final products according to customer requirements
- Resolve any arising problems or complaints.
- Keeping schedules and organizing team members.
- Making sure vehicles are properly maintained.
- Arranging repairs and routine maintenance.
- Recruit and coordinate logistics staff (e.g. truck drivers, labour) according to availabilities and requirements
- Prepare accurate reports for upper management

Logistics coordinator (March 2016-May 2016)

Prokargo India Private Limited ,Chennai

- Preparation of shipment documents (import & export)
- Shipment Tracking
- Keep close communication with suppliers,agents and clients
- Container Frieght station visit

SOFTWARE KNOWLEDGE

-  **MICROSOFT WORD**
-  **MS EXCEL**
-  **POWER POINT**
-  **FINS**

EDUCATION

MBA - LOGISTICS AND SHIPPING

Indian institute of logistics,kochi-2017
(Secured an aggregate of 61 percent)

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

Don Bosco College ,S.Bathery -2012
(Secured grade C+)

PERSONAL DETAILS

NATIONALITY : **INDIAN**
MARITAL STATUS : **UMARRIED**
PASSPORT NO : **M3017838**
D.O.B : **15.04.1992**
GENDER : **MALE**
LOCATION : **THE NILGIRIS**

ADDITIONAL ACHIVEMENT

Industrial visits to various logistics organizations acquiring operational knowledge
(2015-2017)

Participated in a seminar on interfacing logistics and shipping services
(2016)

Gained port operation knowledge by visiting various ports in Kerala
(2015-2017)

ACADEMIC PROJECT

Successfully completed research on the below topics as part of my academic program

CHALLANGES FACED IN COASTAL SHIPPING

REALITY SHOW MANAGEMENT

DECLARATION

I here by declare that the above particulars furnished by me are true to the best of my knowledge and belief.

MUHAMMAD ROSHAN