

# **SREEJITH SATHEESH**

LOGISTICS OFFICER

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Abu Dhabi, UAE

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# ACADEMIC CREDENTIALS

#### 2013 **O BACHELOR OF ECONOMICS**

- Kerala University
  - Government College, Nedumangad

#### 2010 O HIGHER SECONDARY

- Board of Higher
   Secondary
   Examination, Kerala,
   India
- Government Vocational & Higher Secondary School, Nedumangad, Trivandrum, Kerala, India

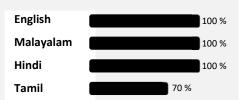
#### 2008 **O** SSLC

- Board of Public
   Examination, Kerala,
   India
- Government
   Vocational & Higher
   Secondary School,
   Nedumangad,
   Trivandrum, Kerala,
   India

# COMPUTER PROFICIENCY

MS Office, DTP, Pact	****
Infor (WMS), ERP Next, Tally	/*****
Internet & Email	****
Hardware & Software	****

# LANGUAGES KNOWN



# PROFILE SUMMARY

Proactive Logistics Officer with expertise in coordinating and optimizing logistics operations. Skilled in managing transportation, inventory, and customs compliance. Adept at developing efficient schedules and ensuring on-time deliveries. Detail-oriented and committed to streamlining processes for operational excellence.

#### **KEY SKILLS**

Team Work	Work Ethic		nic	Attention to detail			Leadership		
Customer Servi	се	Time Management			Interpersonal ability				
Detail Oriented	Punc	tual	Pro	blem Solving	g   H	lardw	orking	Analytic Skills	

# EMPLOYMENT CHRONICLE

#### LOGISTICS OFFICER | May 2023 – Present

#### GEMINITE CEMENT INDUSTRIES LLC - KIZAD, ABU DHABI, UAE

- Overseeing and supervising supply chain operations, including the development of comprehensive transportation plans for efficient movement of goods between locations.
- Manage warehouse security and packaging, organize, rearrange, loading, unloading and releasing final goods from storage and, goods dispatch.
- Supervising inventory management and leading a team responsible for inventory control, including the timely procurement of new inventory as needed.
- Maintaining meticulous records and logs of warehouse stock, as well as accurately document executed orders & related activities.
- Utilize advanced computer systems to effectively plan and coordinate the movement of materials & products within the organization.
- Creating strategic plans for storage facilities, such as warehouses or storage yards, to cater to the requirements of various departments within the company.
- Collaborating with customs officials and clearing agents to ensure full compliance with all legal requirements for imports & exports.
- Coordinating shipping schedules and routes with transportation companies to guarantee timely and secure delivery of goods.
- Develop and implement efficient logistics processes and procedures.
- Receive the raw materials, conduct physical verification, and ensuring the quality verification, proper stacking, preserve the material and issue the material to production department when required.

#### LOGISTICS & ADMINISTRATIVE OFFICER | 12<sup>th</sup> Mar 2018 - 2023 GLOBAL HARDWARE AND TOOLS LLC – ABU DHABI, UAE

- Documentation for Import & Export materials (Sea, Air & Road).
- Making Certificate of Origin from Chamber of Commerce.
- Warehouse & Transport Coordination.

#### PERSONAL STRENGTHS

- COMMUNICATION -Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE Having a customer focused approach skills include patience, attentiveness and a positive language.
- ORGANIZATION Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- MANAGEMENT Management skills to direct others and review others performance.

#### DRIVING LICENSE DETAILS

- Holder of valid Indian Driving License
- Holder of valid UAE Driving License

#### PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 23-05-1993
Marital Status	: Married
Nationality	: Indian
Passport No	: R3226266
Date of Expiry	: 28-08-2027
Visa Status	: Resident Visa
Expiry	: 17-02-2024

# INTERESTS



# REFERENCE

Available upon request

- Invoice financing for Import purchases.
- Recruit and coordinate logistics staffs according to availabilities and requirements.
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs.
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction.
- Plan and track the shipment of final products according to customer requirements.
- Keep logs and records of warehouse stock, executed orders etc.
- Prepare accurate reports for upper management.
- Executing custom clearance for Air freights.
- Renews vehicle registration and insurance.
- Schedule holiday, flight ticket booking, visa processing and visa cancellation of the staff.
- Renews store insurance, workmen compensation and medical insurance of staff.
- Coordinates overall administrative functions within the organization.
  - Documentation, online registrations & Civil Defense Certification.
- Arrange payment collections.

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# BRANCH HEAD | 01st Sept 2015 – 15th Oct 2017

# THIRD EYE SECURITY SOLUTION, TRIVANDRUM, KERALA, INDIA

- Create strategies to ensure that sales targets are met.
- Prepare reports on sales.
- Create and maintain relationships with clients.
- Liaise with other branches to share strategies.
- Interacting with customers on a regular basis to ensure satisfaction and gain useful feedback.
- Resolving customer problems as needed.
  - Collect and analyze information and prepare data and sales reports.
- Stay current with trends and competitors to identify improvements or recommend new products.

# ADMINISTRATIVE EXECUTIVE | 01<sup>st</sup> Jun 2013 – 31<sup>st</sup> Aug 2015 INFO TECH COMPUTER COLLEGE (UNDER CDIT KERALA)

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Carries out administrative duties such as filing, typing, copying, scanning etc.
- Supports team by performing tasks related to organization and strong communication.
- Contributes to team effort by accomplishing related results as needed.

# DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

# SREEJITH SATHEESH