



SREEJITH SATHEESH

LOGISTICS OFFICER

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ACADEMIC CREDENTIALS

2013 • BACHELOR OF ECONOMICS

- Kerala University
- Government College, Nedumangad

2010 • HIGHER SECONDARY

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

2008 • 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

English	100 %
Malayalam	100 %
Hindi	100 %
Tamil	70 %

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	Attention to detail	Leadership
Customer Service	Time Management	Interpersonal ability	
Detail Oriented	Punctual	Problem Solving	Hardworking
			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 | 12th 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



Music Travelling Reading Cricket

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.

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 | 01st Jun 2013 – 31st 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