



+91 9539742294

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

noushadtt@gmail.com

# Noushad T.T

## Senior Logistics Coordinator



### Summary

I am a Supply chain operation expert with thirteen years of experience in logistics operations such as transportation, warehouse, inventory, and procurement in various industries, such as door-to-door cargo, packing and repacking services, oilfield supply chain, and lighting in UAE.

I am detail-oriented and organized, with excellent communication skills and the ability to work in a fast-paced and dynamic environment. I am proficient in various ERP software and tools, including SAP, Oracle, TMS, Cargo-wise, and WMS.

### 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 problem solving 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 \*\*\*\*\*
- Arabic \*\*\*\*\*

### Work history

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

**3S Lighting Solutions LLC - DIP-1, DUBAI**

- Leading warehouse operations team to maintain accurate inventory levels and manage stock control.
- 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.
- Prepare and process shipping documents (Commercial Invoices & Packing list), including bills of lading and customs paperwork.
- 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.
- Prepare 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.
- Arrange submit and collect documents (drawings, cheque's) from the clients and suppliers.

*Logistics Coordinator (Oil & Gas - Non Gold-Schlumberger) - Aug 2018 to June 2023*

**Aramex Emirates LLC - JAFZA, DUBAI**

- Managing and organizing logistics-related documents, such as shipping, customs documentation, bills of lading, freight invoices, packing lists, and other relevant records.

## 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	-	No Visa
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: 01-12-2024

Place: Dubai

NOUSHAD.T.T

- 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.
- Coordination of SEA & AIR shipment with origin logistics team and freight forwarders.
- Checking document (BL, AWB), preparing full set of documents for pre-alerts.
- Arranging all urgent express shipments - via courier service.
- Reviewing and verifying final documents for accuracy, completeness, and adherence to regulatory requirements, ensuring that all necessary documentation is in place for smooth operations.
- 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) - Aramex (Contract), 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.

### *Warehouse In Charge cum Admin Asst. - Dec 2013 to Aug 2018*

#### MANHATAN INTERNATIONAL CARGO LLC - DUBAI, UAE

- Oversee daily warehouse operations including receiving, storage, and dispatch of goods.
- Maintain accurate inventory levels and manage stock control.
- Supervise and train warehouse staff to enhance performance and efficiency.
- Prepare reports on warehouse performance, inventory levels, and operational issues.
- Provide general administrative and clerical support including mailing, scanning, faxing and copying for sales team.
- Maintain electronic and hard copy filing system.
- 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.