



SURESHBABU.L

LOGISTICS COORDINATOR

CONTACT

- +971 555804820
- lsbabu2602@gmail.com
- Sharjah, UAE

ACADEMIC CREDENTIAL

BACHELOR OF ENGINEERING IN COMPUTER SCIENCE & ENGINEERING | 2010 – 2014

- Anna University – Chennai
- Saraswathi Velu College of Engineering

HIGHER SECONDARY

- Mankalmkizhar Hr Sec School – Arakkonam

SSLC

- Mankalmkizhar Hr Sec School – Arakkonam

CERTIFICATION COURSE

- Certified of completion POSH – Prevention of Sexual Harassment at Workplace.
- Certified of completion the code of conduct 2021.
- Certified of completion the course Fire & Safety.
- Certified of Achievement successfully completed Business Continuity Management.
- Certified of completion the course Inclusion and Diversity.

CAREER ABRIGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

Warehouse

Operations

Documentation

Supply Chain

Export/Import

Inventory Manager

Vendor Handling

Logistics Coordinator

Last-Mile Ops

Floor Management

E-Commerce

EMPLOYMENT CHRONICE

SENIOR EXECUTIVE Dec 2021 – May 2023

INSTAKART SERVICES PVT LTD (Flipkart)

[City Logistics Last Mile Operations]

- Accountable for overall Hub Operations as per operational standards.
- Ensuring Customers are always delighted.
- Promptly and effectively manage customer escalations.
- Ensuring employee engagement initiatives are implemented.
- Comply with 100% ZTP (Zero Tolerance Policy).
- Prepare requisite business dashboard and duly report / review with Hub team and Area Manager as required.
- Budgeting and Accounting Cash and Hub Petty Cash expenses as appropriate.
- SOP Adherence always and compliance with Service Level Agreement.
- Maintain the cost per shipment as per budget.
- Ensuring profitable operations.
- Coordinate with respective departments and adhere to commercial and statutory compliance.
- Conduct team meetings, motivate team and control attrition.
- Fill gaps in employee head count within turnaround time.
- Ensure team leaders and hub team members are trained well.
- Managing environment bodies.
- Continuously improve in reducing error rate in Operations Management.
- Ensure safety of people, facility and shipment at all times.
- Maintain high quality facility and people hygiene.
- Follow up and coordinate with departments based on open house discussions / findings and take necessary actions.
- Escalate any information related to the organization to appropriate departments and seniors for taking necessary actions.
- Ensure achievement of Key Performance Indicator for the Hub and set goals for the team accordingly.
- Accountable for stock audit, reconciliation and accuracy at any point of time.
- Monitoring Team performance, tracking of undelivered shipment on real time basis and taking proactive action for delivery.
- Achieving capacity utilization as per target.

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
ERP, ORACLE, SAP	★ ★ ★ ★ ★
Windows, Linux, OS	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

LANGUAGES KNOWN

English	<div><div></div></div> 100 %
Tamil	<div><div></div></div> 100 %
Hindi	<div><div></div></div> 50 %

HOBBIES



Songs



Travelling



Reading

OPERATIONS EXECUTIVE | Feb 2015 – Dec 2020

SAFEXPRESS PVT LTD, SRIPERUMBUDUR

- Organize warehouse using 5s methodology.
- Verify goods and documents received for accuracy before dispatching.
- Plan vehicles based on available load and customer confirmation.
- Load and unload vehicles efficiently within time constraints.
- Verify incoming goods for damages, shortages, and excess.
- Monitor shipments from origin to delivery gateway.
- Maintain stock levels using MS Excel.
- Follow up with sales, booking, and customers for necessary documents.
- Arrange market vehicles for connectivity and delivery if needed.
- Ensure smooth daily operations for both transshipment and delivery.
- Maintain daily stock report and reconcile physical stock with warehouse stock monthly.
- Build rapport with consignee and consignors to clear pending consignments through email and phone calls.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client 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.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 26-03-1993
Nationality	: Indian
Marital Status	: Single
Permanent Address	: No.74 Aalamara Street, Viswanathapuram, Guruvarajapet, Arakkonam, Ranipet Tamil Nadu, India Pin: 631 101

DECLARATION

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

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