

**SURJITH C.K**

**Mobile: 971583016296**

**E-Mail: [surus86@gmail.com](mailto:surus86@gmail.com)**



Transportation, Warehousing, Purchasing, Sales Coordination and Logistical Support with a demonstrated history of working in Freight forwarding and Courier Express. Skilled in Logistics and Supply chain operations, Road Transportation, Import/Export, Business Planning. Strong Support Professional with a Master of Business Administration (MBA).

## EDUCATION

### ✚ Master's in Business Administration (HRM)

Chennai University: 2009 – 2011

### ✚ Bachelor of Business Administration (BBA)

Calicut University: 2005 - 2008

## EXPERIENCE CHRONOLOGY

### ✚ ALTALIB SHIPPING COMPANY LLC (BAHRAIN)

**Duration** : Since June 2019 – Dec 2022

**Designation** : Logistics Coordination, Warehouse, Transportation & Accounts Support.

#### Accountabilities

- ❖ Supervising/ Handling warehouse operation- Storage of materials, material deliveries, quality and quantity checking, documentation and allocating tasks to operators, workmen and drivers as per the job requirement
- ❖ Ensuring the collections are done on time & coordinating the shipments moved accordingly.
- ❖ Inspecting vehicles & make sure vehicles are properly maintained. (Transport Managing)
- ❖ Maintain record of all the stocks issued/entered in the warehouse and process it through proper documents.
- ❖ Make sure that deliveries were done on time without any negative outcomes
- ❖ Managed and assigned tasks to the drivers and other logistics personnel Support to Accounts department, Book Keeping and preparing Invoices.
- ❖ Following up with customers by sending SOA
- ❖ Supervising the Loading / Unloading of materials and ensure accuracy of the documents for incoming and outgoing shipment.
- ❖ Import and Export Coordination (Road Freight)
- ❖ Tracking shipment and informing the status of ETA and ETD to Clients as per request.

#### **RSA GENERAL TRADING LLC (JOTUN POWDER COATING)**

**Designation** : Operations, Sales Coordination, Purchase and Warehouse Support

##### **Accountabilities**

- ❖ Handling the entire Jotun Powder Coatings dealings in Bahrain Branch
- ❖ Import and Export of the product
- ❖ Handling, arranging & Coordination of the products in warehouse.
- ❖ Arrange the powders as per customer orders
- ❖ Quoting price for enquires and arrange the powders as per LPO.
- ❖ Maintaining the records of all stocks, preparing the reports and send it to Jotun Head Office.
- ❖ Follow up with the payments & handling accounts & book keeping.

#### **TECHNOPARK BAHRAIN SPC**

**Duration** : Since Oct 2018 – May 2019

**Designation** : Marketing Executive and Admin

#### **SKYNET WORLDWIDE EXPRESS**

**Duration** : Since June 2014 – June 2018

**Designation** : Operations Coordinator

#### **INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE (IIMK)**

**Duration** : Since Aug 2012 - Aug 2013

**Designation** : Project Coordinator for MDP Office.

#### **MULTI CUISINE RESTAURANT (CHENNAI)**

**Duration** : 01-June 2012 to 20- Aug 2012

**Designation** : Business Development Manager.

#### **AFTER RAIN VFX BOX (KERALA)**

**Duration** : 01 May 2011 to 31 May 2012

**Designation** : HR Assistant

## SKILLS

- ❖ Decision Making
- ❖ Logistics Support
- ❖ Project Coordination
- ❖ Operation Management
- ❖ Team Work with Management
- ❖ Customer Service
- ❖ Communication
- ❖ Transport Management.
- ❖ Warehouse Support.

## LANGUAGES KNOWN

English, Malayalam, Tamil & Hindi

## COURSES

- ❖ MSOffice, MS Word,
- ❖ MSExcel, PowerPoint.
- ❖ Advance knowledge of internet.
- ❖ Certified course in foreign accounting (PEACH TREE).
- ❖ Tally ERP

## PERSONAL DETAILS:

Nationality	:	Indian
Driving License	:	Yes (Bahrain)
Visa Status	:	Visiting
Marital Status	:	Married
Contact Address	:	Bur Dubai.

## REFERENCES

Upon Request