

SURJITH C.K

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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

EXPERIENCE CHRONOLOGY

Land Move Transport (Dubai)

Duration : Since May 2023 till Present

Designation : Road Transport Export Coordination, Business Development & Logistical Support

Accountabilities

- ❖ Maintain and develop a good relationship with customers through personal contact or meetings or via telephone etc.
- ❖ Establishing new business and maintaining the existing customer with accurate records.
- ❖ Addressing customer questions and concerns regarding the prices and availability of trucks.
- ❖ Arranging transportation based on the customer request.
- ❖ Providing the best market price for the trailers required by the customer.
- ❖ Collecting the documents and sharing them with the customs clearance.
- ❖ Preparing NAQL documents for the movement of shipment to KSA.
- ❖ Tracking shipment and informing the status of ETA and ETD to Clients as per request.
- ❖ Export Coordination and documentation support.
- ❖ Collecting the driver details and sharing with customers for the export documentation.
- ❖ Maintaining the monthly sales and reporting to the Manager.

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 & making 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 made on time without any negative outcomes.
- ❖ Managed and assigned tasks to the drivers and other logistics personnel Support to Accounts department, Bookkeeping 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 sending it to Jotun Head Office.
- ❖ Follow up with the payments & handling accounts & bookkeeping.

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
- ❖ Teamwork with Management
- ❖ Customer Service
- ❖ Communication
- ❖ Transport Management.
- ❖ Warehouse Supervisor.

LANGUAGES KNOWN

English, Malayalam, Tamil & Hindi

COURSES

- ❖ MS Office
- ❖ Advance knowledge of internet.
- ❖ Certified course in foreign accounting (PEACH TREE).
- ❖ Tally ERP

PERSONAL DETAILS:

Nationality : Indian

Marital Status : Married

Contact Address : International City

UAE Driving License : Yes

REFERENCES

Upon Request