

VARUN K JAYAN *Logistics Operations*

✉ varunckm.vkj@gmail.com

☎ 0568683794

📍 Abu Dhabi, UAE

📅 1998/05/30

🇮🇳 Indian



Dedicated Logistics professional with a history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

Professional Experience

2021/08 – 2023/02
Kasaragod, India

OPERATIONS EXECUTIVE/ TEAM LEADER FLIPKART

- Plan delivery routes
- Dispatch drivers to complete deliveries
- Monitor inventory levels and ensure accurate tracking of goods in transit
- Monitoring functionality of In-house Mobile and Web-based applications to optimize operation
- Oversee the pallet labeling, storage and handling of all products in the warehouse
- Maintain the cost per shipment (CPS) as per budget
- Prepare requisite business dashboard and duly report / review with Hub team and Area Manager as required
- Coordinate with HR for leaving Hiring and induction and Training programs and policy implementations
- Ensuring Customers are delighted at all times, promptly and effectively manage customer escalations
- Budgeting and Accounting Cash and Hub Petty Cash expenses as appropriate
- Continuously improve the delivery process and attain a sustained level of delivery performance, through process and training improvements
- Conduct team meetings, motivate team and control attrition
- Ensure safety of people, facility and shipment at all times.

2021/02 – 2021/08
Ernakulam, India

EXECUTIVE ATLANTIC GLOBAL SHIPPING PVT LTD

- Daily Requirement (VESSEL RELATED (LIQUID/ OSV/DRY/ADMIN) Coordinate with HO
- Petty Cash & Bank SOA of 3 Branches
- Vessel Calculation – PDA
- Verify DA's are correct as per contracted rates, pro-forma / baseline templates / closed estimate
- All Final DA and Travel DA Preparing (LIQUID/OSV/DRY)
- Receive, read carefully and take appropriate actions, when required, with any e-mail, fax and/or messages related to attendance of vessel that could affect the disbursement accounts
- Vendor Bills and coordinate with HO
- Maintain proper day to day filing of accounting transactions
- Hpcl, Bpcl, and any Local Billing, Payment collecting the vendor and coordinating with HO
- Calculation of port dues against the estimated time in port

- Cross-checking the various agreements and contracts between ship operators and agents
- Process and prepare advanced payments to charterers' agents or sub-agents, when required by Owners
- Coordinate arrangement of cash to master with the bank on timely basis when requested by the agents
- Together with Operations Manager assess the status of the outstanding balances and take actions to settle them.

2019/08 – 2020/03
Ernakulam, India

**CUSTOMER SERVICE ASSOCIATE
RELIANCE RETAIL**

- Drives sales through the engagement of customers, suggestive selling, and sharing product knowledge
- Greet and receives customers in a welcoming manner
- Direct customers by escorting them to racks and counters
- Provide outstanding customer service Documents sales by creating or updating customer profile records
- Manage financial transactions
- Process payments by totaling purchases, processing cash, and store or other credit and debit cards
- Assists with inventory, including receiving and stocking merchandise
- Monitor funds receipts, advising the agents on a timely basis and send confirmation of funds received to customers, agents and all relevant parties

Education

2019/06 – 2020/03
Ernakulam

**POST GRADUATE DIPLOMA
LOGISTICS AND SUPPLY CHAIN MANAGEMENT
Sted Council**

2016/06 – 2019/03
Kannur

**BACHELOR OF COMMERCE
Kannur University**

Skills

- | | |
|--------------------------------------|--------------------------------|
| • Inventory management | • Distribution management |
| • Enterprise Resource Planning (ERP) | • Property Management |
| • Customer Service | • Account management knowledge |

Certificates

- | | |
|---|--|
| • Shipping & Logistics in Export Business (Online training by MSME) | • Best Management Team (Intracollegiate Management Fest) |
| • Employee Relations Training (Provided by Flipkart) | • Management Meet Participation (Intercollegiate) |

Languages

- | | |
|-----------|-------------|
| • English | • Malayalam |
| • Hindi | |