



ATHUL MATHEW

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Location: Wayanad , Kerala ,India

DOB : 25 – OCT -2000

CAREER OBJECTIVE

Highly motivated and detail-oriented logistics professional with expertise in logistics management and warehouse operations. Adept at coordinating with agents and vendors, maintaining smooth communication and coordination with clients, and ensuring efficient logistics operations. Possesses strong problem-solving abilities with a commitment to optimizing processes and enhancing overall operational efficiency..

SKILLS & COMPETENCIES

- **Logistics Coordination:** Shipment planning, route optimization, and vehicle scheduling
- **Documentation:** E-way bills, delivery challans, invoices
- **ERP & MIS:** Shipment updates, reporting, and digital logs
- **Transport Handling:** 3PL coordination, on-time delivery tracking
- **Vendor Management:** Follow-ups, delivery monitoring, issue resolution
- **Compliance:** Supporting audits and ensuring transport-related regulatory adherence

PROFESSIONAL WORK EXPERIENCE

CEARS EXPORTS PRIVATE LIMITED – BANGALORE



January -2024 to June -2025



Executive – Logistics Operations

Job Responsibilities:

- Coordinating and managing daily logistics operations to ensure smooth supply chain processes.
- Overseeing transportation and logistics management activities to meet business requirements.

- Collaborating with vendors, suppliers, and internal teams to ensure timely delivery and efficient workflow.
- Documentation Handling: Preparation and verification of e-way bills, delivery challans, and transport invoices
- Monitoring and analysing operational performance to identify areas for improvement and cost-saving measures.
- Managing vendor SLAs by regularly evaluating service quality and ensuring timely escalation where required.
- Managing shipment tracking, reporting, and troubleshooting any issues that arose during the logistics process.
- Maintained accurate records for audits, inspections, and reporting.
- Arranged and tracked e-way bills for all dispatches as per compliance.
- Assisting in budget planning and logistics cost forecasting by tracking monthly transportation spends.

GROUP MUKKADAN – KERALA



APRIL - 2023 – OCT- 2023



Trainee – Logistics Operations

Key Responsibilities:

- Monitor daily stock movement and update internal logs.
- Coordinate with the warehouse and procurement team for inward/outward entries.
- Prepare daily dispatch plans based on internal demand and delivery schedules.
- Ensure accurate documentation of stock movements (bin cards, stock ledgers, manual logs if needed).
- Assist in cycle counts and stock reconciliation activities.
- Follow up on internal requests, prioritize urgent shipments, and plan accordingly.
- Maintain clear records of damaged, returned, or rejected goods and escalate where required.
- Coordinate with the accounts/finance team for invoice clearance and GRN matching.
- Track and maintain minimum stock levels for high-moving items.
- Support in generating logistics MIS reports for internal review.

EDUCATION



Post Graduate Diploma in Logistics & Supply Chain Management

- ATHE, STED & LSC Certified – TransGlobe School of Logistics & Aviation Management



Bachelor of Commerce (BCOM)

- Calicut University | 2019 – 2022 |

 Higher Secondary Education (Commerce Stream)

- Kerala Board of Higher Secondary Education | 2017 – 2019 |

TECHNICAL SKILLS

- ERP Tools (SAP - Basic)
- Microsoft Office (Excel, Word)
- Inventory Systems & e-Way Bill Portals
- Computer Operation

TRAININGS & WORKSHOPS

- Participated in Warehouse Safety & Material Handling Practices workshop (Internal Company Session)
- Completed Basic ERP System Training for inventory and stock movement
- Attended a Logistics Operations Orientation Program covering inbound/outbound flow, SOPs, and documentation
- Trained on E-way Bill Generation & GST Compliance for dispatch documentation
- Workshop on Inventory Management & FIFO/LIFO Practices
- Attended internal training on MIS Report Preparation & Data Logging

LANGUAGES

English (Fluent), Malayalam (Fluent), Tamil (Basic), Hindi (Basic)

EXTRACURRICULAR ACTIVITIES

Cricket: Represented school and college teams.

Chess: Active participant in inter-school chess competitions.

REFERENCES

Available upon request