



EDUCATION

- **HIGHER SECONDARY**
Kerala Board Of Secondary Examinations
- **HIGH SCHOOL**
Kerala board of public examinations

DIGITAL SKILLS

- Microsoft Office
- SAP, ORACLE & ERP applications

SKILLS

- Logistics coordination
- Domestic and international transport
- Fleet and vendor management
- Customs clearance procedures
- Shipment tracking and reporting
- Fuel and asset management
- Route planning and dispatch
- Inventory and stock reporting
- Compliance and safety standards
- Customer communication
- Documentation and billing

PERSONAL DETAILS

- Date of Birth : 16th April, 1987
- Nationality : Indian
- Passport No : N5934487
- Date of Expiry : 1 March 2026

PROFESSIONAL SUMMARY

Experienced logistics professional with over 14 years in supply chain management, specializing in ocean and road shipments. Currently serving as Operations Executive at CEVA Logistics in Dammam, KSA, with expertise in executing FCL, LCL, bonded, OOG, break bulk, and project shipments. Proven track record in pricing, negotiating shipping deals, and advising on documentation requirements for smooth and timely execution. Skilled in client relationship building, with a focus on the oil and gas sector. Strong communicator and problem-solver with excellent organizational abilities.

WORK EXPERIENCE

OPERATIONS EXECUTIVE

MAY 2017 - PRESENT

CEVA LOGISTICS DAMMAM, KSA

- Manage cost and revenue for assigned accounts, ensuring adherence to the agreed SLA.
- Negotiate with shipping lines and vendors to secure cost-effective and timely transport solutions.
- Generate and submit operational and financial reports for assigned accounts and regions.
- Participate in cost-reduction and process improvement initiatives.
- Ensure all process documentation is archived and maintained in a timely manner.
- Coordinate with customs and relevant authorities for approvals and compliance.
- Respond to RFQ and RFI requests from the Business Development/Pricing team within deadlines.
- Monitor inbound and outbound shipments to meet delivery schedules and client satisfaction.
- FASAH, Duty, SABER Exemptions, customs procedures and familiar with HS CODES classifications.
- Opens and closes jobs in CEVA Transportation Management System (TMS), One Freight Systems (OFS) and other CEVA's applications.

TRANSPORT COORDINATOR

MAY 2011 - JANUARY 2017

CEVA LOGISTICS FZCO, DUBAI

- Supervised domestic FCL and LCL movements within the UAE, KSA, and GCC regions.
- Managed vendor performance to ensure timely and accurate delivery of goods.
- Ensured maximum utilization of company-owned vehicles before engaging external providers.
- Worked closely with the brokerage team to ensure accurate customs documentation.

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

- Provided regular updates to customer service teams on shipment status and delays.
- Coordinated logistics functions to ensure smooth and cost-efficient transport operations.
- Ensured compliance with CEVA's quality, regulatory, and safety standards.
- Monitored and updated Proof of Delivery (POD) milestones in the company system.

TRANSPORT COORDINATOR

MAY 2008 – SEPTEMBER 2009

AL RAJHI CONSTRUCTION, DUBAI

- Recorded diesel consumption data and processed it through the Commals system.
- Prepared and submitted monthly reports on diesel, oil, and lubricant usage.
- Managed the dispatch of fuel to external sites, ensuring accurate records.
- Coordinated with workshop supervisors to maintain equipment records.
- Produced asset statements and summary reports for the management team.
- Processed equipment and vehicle timesheets through the Commals system.
- Oversaw the allocation of assets and managed the hiring of additional resources.
- Ensured accurate and up-to-date records of all transportation assets.

