

# CURRICULUM VITAE

**SUJITH P N**

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Ajman-UAE



## Objective

Looking for a suitable position to utilize my skills and abilities at optimum level in the organization that offers professional growth while being resourceful, innovative, flexible and exert the best effort to achieve excellence. I have skills of comprehensive multitasking, problem solving abilities, ability to set objectives, work according to priorities and meet respective deadlines, willingness to learn experience new and work in a team.

## Professional Summary

### Middle East Metal Can LLC

Ajman-UAE.

2014 - till date.

**Designation: Logistics Supervisor cum Co-ordinator & Transportation In charge.**

### Job Responsibilities:

- Organize transportation activities, including storage of goods, managing information accrued from point of origin to delivery, orchestrating transportation movements, and arranging for services as necessary.
- Preparing DO and Invoices.
- Checking the Emails for the details of the customer for the upcoming deliveries.
- Arranging the vehicle for the delivery and coordinating with drivers for the delivery and locations.
- Submitting material delivery details as per the customer to the fork lift operator and arrange loading.
- Plan and track the shipment of final products according to customer requirements.
- Implemented Quality Control procedures prior to shipping to make sure they are processed and transported according to specifications and without delay.
- Maintained a record of all returned and damaged shipments and made sure appropriate claims are addressed.
- Keep logs and records of warehouse stock, executed orders etc
- Prepared monthly metrics reports as required by the Logistics department.
- Prepare accurate reports for upper management

- Export shipment handling and checking.
- Preparing quotations & follow up for the orders
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction.
- Responsible for the orderly transportation, delivery and storage of goods
- Manages all courier systems to prepare package address labels, invoices and other required documentation correctly, professionally within the prescribed timeline.

## **HIMU WELDING WORKS – PALAKKAD KERELA**

Around 10 years' experience in Welding and Fabrication.

### **Education Qualification**

**Completed Higher secondary**

### **Computer Proficiency**

### **MS OFFICE AND MICROSOFT WORD**

### **Personal**

Date of birth : 09-10-1989  
Gender : Male  
Visa Status : Employment Visa  
Marital Status : Married  
Linguistic Proficiency : English/Hindi/Malayalam.  
Reference : Available on request.

### **Declaration**

I hereby declare that all information provided above is true to the best of my knowledge.

Yours faithfully,  
Sujith P N