

JUNIEL OLAYAN

LOGISTIC COORDINATOR |
LOGISTIC OFFICER



☎ 971565304144

✉ nielh8781@gmail.com

📍 Abraj Nakheel St., Discovery Garden

SKILLS

- MS word – Excel - Power Point
Outlook Live mail and Internet browsing
- Quick learner with minimum supervision required
- Quick to identify and solve problems and resolve conflicts
- Excellent attention to details
- Customer service
- Computer Literacy
- Strong Communication
- Data entry

EDUCATION

**BACHELOR OF BUSINESS
ADMINISTRATION**

Surigao del Sur State University
March 2009

PROFILE

Experienced Logistic Coordinator for four years and four years Warehouse Assistant. A dedicated and self-motivated who thrives on being challenged and enjoys experiencing new opportunities.

EXPERIENCE

LOGISTIC COORDINATOR

Boxit4me / KSK Logistics
February 2020 - May 2024

- Book a shipment from import and export.
- Getting quotation for the best rate to all service provider.
- Monitoring import and export shipments.
- Coordinating the service provider to get the status of the shipments.
- Providing revised invoice when needed.
- Coordinate with other hub such USA, UK, Europe, China, Hongkong and KSA.

LOGISTIC OFFICER

FETCHR

April 2018 - February 2020

- Handle dispatch by segregating the shipments to the correct area.
- Handle RTC and monitor timeline and process as per client request.
- Our 3PL services include fulfillment, storage, shipping and returns.

WAREHOUSE ASSISTANT

Namshi

Dec 2013 - May 2017

- Help manage the flow of products and stock through warehouse.
- Scan and prepare orders for delivery.
- Move inventory and materials across facility.
- Process from inbound receiving to outbound picking and packing.