



# LIJU SUNNY

## LOGISTICS EXECUTIVE

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ADDRESS: Damascus Street, AL- Qusais Industrial Area 3, Dubai – 500001

**NOTICE PERIOD: Immediately available to join**

### WORK EXPERIENCE

9 Years

### AGE

30

### PERSONAL SUMMARY

A motivated Logistics Specialist with more than 8 years of experience in Logistics, Customer Service and Administrative support to the operational department. Proficient in a range of computer applications. Well-developed communication and customer service skills. Proven ability to efficiently plan and manage multiple assignments to meet tight deadlines. A proactive problem-solver who gets the job done. Immediately available to take up new opportunities.



### Education

<b>MBA - Logistics</b> NIBM, Trivandrum	Graduated, 2019
<b>B. Com</b> Nampoothiris college Thiruvalla	Graduated, 2012



### Professional Skills and competences

- Customer Service Management.
- Inventory Management.
- Order process and tracking.
- Maximo.
- SAP Software.
- MS OFFICE Word, EXCEL, PowerPoint and Outlook.



### Training and Certifications

- GCSS ARMY and Customer Service Training Certification.
- SAMS-1E Training Certification.
- SAFETY MONITOR Training.
- CPR AED (American Heart Association).
- SAP Certification.



### Licenses

- Indian License - LMV and also international license holder.
- US Army Base License - Fork Lifts (4k, 6k,14k, and NTV 2-9pass).



## Professional Experience

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### LOGISTICS EXECUTIVE - PROCUREMENT (Dec 2021 to Present)

ESSAR BUILDERS AND CONSTRUCTION, KUMBANAD, KERALA

#### Responsibilities

- Work with procurement managers and buyers to source the right products
- Negotiate contracts with suppliers and customers
- Control manufacturing and delivery processes
- Plan and implement logistical strategy, ensuring targets are met
- Oversee product storage, handling and distribution
- Improve the overall supply chain performance and look for any possible innovations to the process
- Develop new and existing relationships with suppliers

### LOGISTICS OFFICER (Jan 15, 2015 to Nov 30, 2021)

LOUIS BERGER AND VECTRUS INTERNATIONAL, US ARMY BASE CAMP, Kuwait

#### Responsibilities

- Demonstrated ability to oversee and optimize supply chain operations, including procurement, inventory management, and distribution.
- Proficient in coordinating the transportation of goods, negotiating contracts with carriers, and ensuring timely delivery.
- Skilled in managing warehouse operations, including inventory control, space utilization, and implementing efficient storage systems.
- Proficient in maintaining accurate records of shipments, inventory levels, and other logistics-related documentation.
- Proven track record of identifying cost-saving opportunities, analyzing logistics expenses, and developing strategies to optimize logistics operations within budgetary constraints.
- Experienced in assessing and mitigating risks in the supply chain, such as disruptions, delays, and quality issues, while ensuring compliance with regulations and industry standards.
- Strong leadership skills to effectively manage a team of logistics personnel, providing guidance, training, and performance evaluations.
- Excellent interpersonal skills to liaise with internal stakeholders, suppliers, and customers, ensuring effective communication and coordination throughout the logistics process.
- Familiarity with logistics software and systems, such as SAP and Maximo.

### STORE IN-CHARGE (June 2013 to July 2014)

Anoop Electronic, Pullad, Kerala, INDIA

#### Responsibilities

- Coordination of Store Inventory control, purchase, factory and sale department.
- Receiving raw material as per purchase Local Purchasing Office, Handover the raw materials as per request form.
- Send the materials as per sale Local Purchasing Office.
- Monthly report as per purchase Local Purchasing Office and sale Local Purchasing Office.
- Check the transportation bill.

### SENIOR CUSTOMER RELATIONSHIP EXECUTIVE (Jan 2012 to June 2013)

VODAFONE, KERALA, INDIA

#### Responsibilities

- Preparing daily and monthly reports.
- Making revenue by cross selling & Hitting monthly targets.
- Cash Management other back-office Process management.



## AWARDS AND HONORS

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- Best Employee Award for the year 2016 and 2018 – Vectrus International, US ARMY BASE, Kuwait
- Best Customer Service Award for the year 2019 - Vectrus International, US ARMY BASE, Kuwait



## Personal Details

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Date of Birth	:	16/12/1991
Marital Status	:	Married
Nationality	:	Indian
Passport Number	:	V6810316
Date of issue	:	25/01/2022
Date of Expiry	:	24/01/2032
Visa Status	:	Visit Visa
Languages Known	:	English, Hindi, Malayalam, Tamil.
Alternate e-mail	:	lijumon91@gmail.com

### Declaration

I do hereby declare that the above given information is true to the best of my knowledge and belief. I hope that on consideration of my C.V, you will be persuaded my potential to perform well and to take a real contribution as a member of your firm.

With thanks & Regards

**LIJU SUNNY**