



VISHNU RAJ M

OPERATION COORDINATOR- AIR FREIGHT

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Education

Bachelor of Science -Mathematics

2014-2017

University of Calicut

Software Knowledge

- Microsoft Excel
- M S Office
- Tally
- SAP
- Peachtree
- GST

About Me

As an Operations Coordinator with 2 years of experience, I have honed my skills in streamlining processes, managing logistics, and ensuring operational efficiency. My background includes coordinating cross-functional teams, overseeing daily operations, and implementing improvements that enhance productivity and reduce costs. I am adept at problem-solving, multitasking, and maintaining strong communication channels to support seamless operations.

Experience

2022 - 2024

Shipwaves Online LLC, Dubai, UAE

Operation Coordinator- Air Freight

- Co-ordinations between suppliers and freight forwarders regarding agent details and the timely collection/delivery of the goods from/to the origin/destination.
- Prepare rate comparisons and ensure the client purchase needs are met efficiently to the proposed shipping terms & conditions.
- Handling requisitions from the customers/clients, Negotiations with different forwarders and propose competitive commercial solutions from the market.
- Track and maintain client requisition register for all shipments, including relevant information for each shipment.
- Tactical discussions with reporting manager's for effective price negotiations and offsets customer/forwarder budgets.
- Handle and comply with MOFAIC, COO, TDRA, and other requests from customs government authorities to ensure smooth customs clearance and delivery in advance with the local freight forwarder to the warehouse in a timely manner.
- Interact with client/customers to develop and implement effective solution to improve purchase efficiency, customer service, and cost savings.
- Process freight invoice documentation and records in a timely manner.

2019-2022

Reliance Retail Limited, Kerala , India

Purchase Assistant

- Prepare and evaluate all inventories with invoices & purchase orders in SAP ERP platform.
- Negotiates with suppliers for competitive pricing, contract terms. Conduct market research activities, issue Requests for . Proposals, analyse received proposals and make recommendations for supplier selection and prepare relevant contracts.
- Maintain accurate records of Purchases, Pricing and Inventory Levels.
- Ensure compliance with company policies and procurement procedures.

Languages

- English
- Malayalam
- Hindi
- Tamil

Personal Details

Date of birth : 22-May-1997

Marital Status : Married

Nationality : Indian

Passport : N3918362

Visa status: Visit Visa

Courses

Diploma in professional Accounting

2018

ECIT Computer Education Centre, Thrissur

Skill

Compassionate



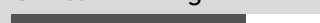
Teamwork



Problem solving



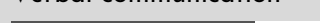
Critical thinking



Negotiation



Verbal communication



Achievements & Awards

- Best All-Rounder performance of the year 2019-2020 in Reliance Retail Limited, Thrissur.
- Best Inventory Team of the year 2020-2021 in Reliance Retail Limited, Thrissur.
- Trained new sales executives, cashiers and inventory executives.
- Manager's personal appreciation for the ideas and innovations I have presented.

Declaration

I here by declare that the information furnished above is true to the best of my knowledge.

Date:

Place:

Vishnu Raj M