

## CV- SANDHYA SUNIL [BBM, MBA] (10yrs Exp)

Personal Information	
Name :	Sandhya Sunil
Email :	mayoorasandhya@gmail.com
Gender :	Female
Date of Birth :	25/09/1984
Marital Status :	Married
Religion :	Hindu
Address:	Al Wahda Street, Abu Shagara
City :	Sharjah
Country :	United Arab Emirates
Mobile No :	+971 55 7171316
Nationality :	Indian
Passport No :	Z3674296
Passport Issue Date :	13/09/2016
Place of Issue :	Dubai
Passport Expiry Date :	12/09/2026
Current Visa Status :	Jebel Ali Free Zone – Employment Visa
	
Additional Info	
Area of Expertise :	LOGISTICS AND SUPPLY CHAIN – 10 years of expertise in handling wide range of Logistics operation ranging from International Freight Solutions, Supply Chain Solutions, Warehouse management, Customs Clearance, Transportation, Inventory control and Order management.
Highest level of qualification :	MASTERS OF BUSINESS ADMINISTRATION
Total years of experience :	10 YEARS+ (JULY 2011-PRESENT)
Educational Details	
Highest Qualification	Master of Business Administration – [Dual Specialization : Marketing and HR]
Institute	Happy Valley Business School, Coimbatore, Tamil Nadu, India
Period	01/06/2008 - 01/06/2010
Qualification	Bachelor of Business Management
Institute	Sree Narayan College, Kannur, Kerala
Period	01/05/2005 - 01/04/2008
Qualification	Senior Secondary Education- National Institute of Open Schooling (NIOS) – 12 <sup>th</sup> STD
Institute	Chinmaya Mission College, Kannur, Kerala
Period	01/04/2001 - 01/03/2003
Lowest Qualification	Higher Secondary Education, CBSE – 10 <sup>th</sup> STD
Institute	Our Own English High School, Dubai, UAE
Period	01/03/2000 - 01/03/2001

**IT Skills**

1. Office Packages – **Competency in working with MS-Office**
2. ERP System – **NAVISION / LOGOS / CARGOFLO / WAMAS**

**Area Of Interest**

1. **Logistics.**
2. **Supply Chain / Procurement / Purchase Management.**
3. **Warehousing & Distribution.**
4. **Inventory Management.**
5. **Freight Forwarding and Routing.**

**Work Experience**

Organization	<b>GEBRUDER WEISS CARGO LLC (JEBEL ALI FREE-ZONE), Dubai, United Arab Emirates.</b>
Industry	Logistics, Supply Chain, Inventory Control, Warehousing, Clearing & Forwarding.
Organization Size	Medium (45 plus)
Sector	Private
Job Title	Senior Logistics Coordinator
Period of Experience	23/02/2020 TILL PRESENT
Job Type	Permanent
Job Description / Roles and Responsibilities	<p>Managing diverse areas covering Logistics co-ordination, order processing, warehouse management, inventory control and supply chain management. Proficient in carrying out import - export customs clearance operations with extensive knowledge of the government policies &amp; regulations and provisions of various statutory acts.</p> <ul style="list-style-type: none"><li>• Receive and execute orders as per the procedure in place.</li><li>• Execute orders in coordination with warehouse team / supervisor / coordinator.</li><li>• Prepare required documents such as packing list, export/import commercial invoice/packing list/ customs documentation/ certificate of origin/ customs bill of entry.</li><li>• Maintain records of all products &amp; supplies by updating the inventory in WMS System.</li><li>• Contact carriers to prepare/collect documents required for customs clearance and shipment release.</li><li>• Review and negotiate prices and condition with supplier.</li><li>• Arrange transport from / to the warehouse for our customers.</li><li>• Maintain delivery schedule to / from warehouse in excel sheet.</li><li>• Ensure that all order are delivered to customers in a timely manner.</li><li>• Follow-up and solve any issues with delayed shipments.</li><li>• Investigate any discrepancy or delay in shipment handling and update the claim management report accordingly.</li><li>• Any damages, discrepancy &amp; non-conformance to specification reported by warehouse team must be recorded properly and client must be informed accordingly.</li><li>• Update the warehouse team with client's instructions for any damages, discrepancy &amp; non-conformance to any specification and adjust WMS orders accordingly.</li><li>• Provide stock movement / inventory report to client at the month end or when requested.</li><li>• Invoice accordingly (repricing when necessary, as per customer rates), on time and with great attention to detail and as per invoice procedure.</li><li>• Ensure job files are maintained properly and have all required information available.</li><li>• Ensure timely reporting of any problem, issue or loss to department manager.</li><li>• Support department head in monitoring the profitability and productivity of department.</li><li>• Coordination with other departments (Sea/Air Freight/CS/Sales) for completion of orders when required.</li><li>• Assist with training of new employees.</li><li>• Assist in customs clearance procedures/customs inspection/Liaise with customs authorities etc.</li><li>• Ensure a smooth day to day operation with cooperation and in collaboration of warehouse coordinator/supervisor/Logistics coordinator.</li><li>• Responsible for running the entire operations when line manager (Logistics Manager) is absent.</li></ul>

Organization	<b>MODERN FREIGHT COMPANY LLC (JEBEL ALI FREE-ZONE) , Dubai, United Arab Emirates.</b>
Industry	Logistics, Warehousing, Clearing & Forwarding.
Organization Size	Large (200 plus)
Sector	Private
Job Title	Logistics Coordinator – Key Account Representative
Period of Experience	24/07/2011 TILL 20/02/2020
Job Type	Permanent
Job Description	<ol style="list-style-type: none"> <li>1. Export &amp; Import Coordination with Shipping Lines</li> <li>2. Operational Coordination with Warehouse</li> <li>3. Customer Service, attending &amp; updating customer's Export/Import requirements &amp; Inventory status.</li> <li>4. Export &amp; Import Documentation &amp; Clearance.</li> <li>5. Specialized in, <ul style="list-style-type: none"> <li>• Export / Import Air, Sea &amp; Road - Documentation &amp; Clearance of FMCG, Hazardous &amp; Non-hazardous Chemicals, IT/Media goods, toys, Linen, toiletries, Furniture, cosmetics, baby assorted products, duty free products, Industrial Vacuum machines with approvals from Dubai Municipality, Emirates Authority For Standardization &amp; Metrology, Intertek, and Bureau Veritas,</li> <li>• Co-Packing / Re-work of FMCG goods for promotions.</li> </ul> </li> </ol>
Roles & Responsibilities	<p><b><u>Export &amp; Import Coordination :</u></b></p> <ul style="list-style-type: none"> <li>✓ Liaising with shipping line for the vessel/container arrival schedules and performing the import line of coordination &amp; operations.</li> <li>✓ Coordinating with warehouse in updating the inventory details to customers. Scheduling and arranging stock checks for customers</li> <li>✓ Performing shipping line/warehouse coordination in exporting the cargo to worldwide destinations via sea / air / road / rail /combined transport as per customer's requirements / orders (FCL/LCL shipments handled).</li> </ul> <p><b><u>Export / Import Documentation :</u></b></p> <ul style="list-style-type: none"> <li>✓ Preparing shipping &amp; customs documents for export/import of cargo to &amp; from Jafza, GCC destinations, Rest of the world and airport duty frees.</li> <li>✓ Customs clearance of export/import cargo.</li> <li>✓ Through knowledge in arranging Inspection - Dubai Municipality, Emirates Authority For Standardization &amp; Metrology, Intertek, and Bureau Veritas,</li> </ul> <p><b><u>Accounting / Credit Control / Banking functions :</u></b></p> <ul style="list-style-type: none"> <li>✓ Arrangement of international fund transfer/disbursement &amp; settlements of accounts of international customers</li> <li>✓ Invoicing completed jobs, dispatching invoices to customers, follow up for the payment within the credit limit provided. Alerting&amp; reporting the management in case of any disputes/delay in customer's payment.</li> <li>✓ Preparing credit &amp; cash customer's payment received/pending payment &amp; receipt reports as per the management advice.</li> <li>✓ Management of department petty cash system, preparing cheques &amp; local purchase order as per the requirements for collection of BL and payment of freight etc.</li> </ul> <p><b><u>Administrative Assistance :</u></b></p> <ul style="list-style-type: none"> <li>✓ Preparing import &amp; export quotation, tenders, RFQ's in coordination with shipping lines for new/existing customers as per their shipping needs.</li> <li>✓ Drafting &amp; forwarding business letters to customers on behalf of management.</li> <li>✓ Arranging warehousing &amp; marine insurance for cargo.</li> <li>✓ Advising customers regarding the best &amp; economical way of transporting their cargo to worldwide destinations regardless the cargo (includes sea, air, road, rail or courier)</li> <li>✓ Applying for EHS (Environment, Health &amp; Safety), for the approval of storing hazardous / non-hazardous chemicals inside free-zone. Preparation of chemical storage report.</li> <li>✓ Keeping good contacts with DP (Dubai Port) world authorities &amp; customs dept. for any amendments/imposition of new procedures/duties/rules and updating documentation team as well as customers.</li> <li>✓ Arrangement of the movement of dangerous/non-dangerous /chemicals /petro chemical cargo around GCC countries &amp; worldwide destinations.</li> </ul>
Reason For Leaving	For Career & Personal - Growth / Development.

**INTERNSHIPS / RESEARCH WORKS -**

Organization	<b>Calicut International Airport</b>
Organization Size	Large (1000 plus)
Sector	Public
Job Title	Internship
Period	22/04/2010 - 21/06/2010
Job Type	Research
Responsibilities	Marketing- Research on customer satisfaction level after the renovation of the airport. HR- Research on Employee Engagement.
Reason For Leaving	MBA Major project work

Organization	<b>GSons Apparels, Kannur, Kerala</b>
Organization Size	Small (200 plus)
Sector	Private
Job Title	Internship
Period	01/07/2009 - 05/09/2009
Job Type	Research
Responsibilities	Marketing- Research on Advertising Effectiveness. HR- Research on Work life balance of Women Workers.
Reason For Leaving	MBA Summer project work

**Language**

Language	English, Hindi (Read , Write and Speak), Malayalam (Speak)
----------	------------------------------------------------------------

**References**

First Name	<b>MR.REMCO VAN DER WAL</b>
Job Title	LOGISTICS AND WAREHOUSE MANAGER
Organization	GEBRUDER WEISS CARGO LLC, JAFZA
Phone No	00971 504592095
Is Contactable?	Yes
First Name	<b>MR.PRETISH P.N.</b>
Job Title	EX.LOGISTICS , WAREHOUSE AND LCL CONSOLIDATION MANAGER
Organization	MODERN FREIGHT COMPANY LLC, JAFZA
Phone No	00971 505503943
Is Contactable?	Yes

**DECLARATION**

*I here by declare that the above mentioned information is true to best of my knowledge and belief.*

**Place-** Dubai

**Year-** 2021