



SIBY MATHEWS PHILIP

- Shipping, Logistics, and Warehousing Expert
- Material Management
- Team Management/ Leadership Acumen

Sharjah, UAE

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Seeking a challenging position in Logistics and supply chain functions with an organization that helps achieve professional accolades through excellence in teamwork and contributing to organizational & personal growth.

OVERVIEW

An accomplished and diligent Logistics Management Professional performer with expertise and prowess **over 8 years** in managing a gamut of activities spanning strategic planning, logistics, shipping management, warehousing management, and team management. Exhibited prowess in heading new-set ups/ diversifications, managing logistics functions, emphasizing value addition existing operations, escalating business by generating significant cost savings and developing policies.

Leveraged skills in managing the implementation of the logistics strategies for contingency plans and ensuring that objectives are aligned and the production, quality, and operational budget requirements. Track record of success in establishing and maintaining working relationships. Known for continually driving improvements and tasks with limited oversight. Strong business values, detailed oriented and focused on achieving business goals.

Unequivocal skills in managing effective Shipping, Logistics, and Warehousing programs and processes to assure continued success in customer satisfaction; expert skills in ascertaining areas of issues & implementing changes to improve performances. Excellent interpersonal, communication, and consultative skills to interact with and influence senior people in the company.

SIGNATURE SKILLS

~ Strategic planning and Support
~ Shipping Management
~ Cost Optimization
~ Quality Management

~ Logistics Management
~ Team Leadership
~ Warehousing
~ Sourcing Management

~ Budgeting Management
~ Inventory Management
~ Transportation & Logistics planning
~ Team Management

Analytical
Skills

Problem-
Solving

Communication

Time
Management

Interpersonal
Skills

Leadership
Qualities

PROFESSIONAL EXPERIENCE

NOV 2014 – DEC 2020 WITH GOURMET FOODS (SHAN), SAIF ZONE, SHARJAH, UNITED ARAB EMIRATES (UAE) AS INVENTORY CONTROLLER & LOGISTICS EXECUTIVE

Key Deliverables:

- Developing and implementing key strategies and making sure the end-to-end provision of Logistics solutions.
- Maintaining continuous alignment of operations scope with strategic objectives.
- Managing the department's daily operations ensures that the functions and service requirements are met in a timely, efficient, effective, and ethical manner. Developing new procedures for logistics functions as per the business needs.
- Assuring, meeting, and improving KPI targets for performance, cost, service, and quality to internal and external customers.
- Driving successful processes and continuous improvements that eliminated deficiencies leading to successful logistics operations. Developing and continuing long-term relationships to ensure growth and operational efficiency.
- Successfully maintaining physical inventory and system with precision.
- Actively organizing and ensuring accurate and periodic stock takes
- Ensuring the coordination for the incoming goods, proper storage, and dispatch goods in a timely and efficient manner to achieve the team objectives and Key Performance Indicators (KPIs).
- Conducting Regular interactions with distributors, suppliers, and employees to ensure quality and delivery standards are done.
- Assuring coordination with Shipping Lines with on-time import/ export, freight inquiry, and BL confirmations, etc.
- Preparing Export & Import documents; contracts Management of Freight companies for cost-effectiveness.
- Collaborating with other departments such as production, sales, and finance to integrate logistics and shipping-related jobs.

- Guiding team members in accomplishment of objectives; improved their performance through counseling, skills enhancement. Creating a dynamic environment that fosters development opportunities and motivates high performance.
- Evaluate the costs of transportation, services, and inventory within the budget or distribution strategy.
- Directing distribution center operation to ensure achievement of cost, productivity, accuracy, or timeliness objectives.

NOV 2012 – May 2014 WITH OLAM AGRO INDIA LTD, PUTHENCRUZ, KOCHI, KERALA AS WAREHOUSE EXECUTIVE (SPICES DIVISION)

Key Deliverables:

- Instrumentally looked after and coordinated for stuffing and de-stuffing containers.
- Making goods receipt notes and physical verification of cargo.
- Managed labors and daily task assigning,
- Supervised Labor works. Monitored daily and monthly logistics targets activities.
- Timely issuance of RM/ PM to production units with on-time declarations in the system.
- Accountable for planning and arranging on-time dispatch.
- Prepared monthly & weekly reports.
- Conducted stock verification and reported discrepancies.

FEB 2012 – NOV 2012 WITH PHILIPSON LOGISTICS, WILLINGTON ISLAND, KOCHI, KERALA AS DOCUMENTATION EXECUTIVE (CARGO CLEARANCE)

Key Deliverables:

- Prepared consignment notes for local dispatch; prepared Invoices for clients
- Developed delivery notes for transporting the cargo; bill of entry filing in customs and releasing the consignments.
- Conducted the verification of new Consignments and on-time system entry.
- Carried out the transportation arrangements.

EDUCATION & CREDENTIALS

- Bachelor of business administration, St. Thomas College, Ranni, MG University, Kottayam, 2011
- Diploma in Shipping & Logistics Management, Maritime & Mercantile Academy, Kochi, Kerala, Affiliated to BSS, 2012

IT Skills:

Well versed with MS Office (Word & Excel), Windows (XP, VISTA, 8, 10), and Tally

PERSONAL DETAILS

Languages Known: English, Hindi, Urdu & Malayalam

Date of Birth: 30-11-1986 | **Nationality:** Indian

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