

PROFILE SUMMARY

Reliable Warehouse Assistant with 8 years of experience managing shipping, receiving and inventory operations. Excellent record of success in inventory audits and product staging. Dedicated to accurate record-keeping, worksite safety and timely issue resolution.

CORE COMPETENCIES

- Versatile Professional with 8 years of experience in Airport, Airline, Air cargo industry as a Cargo Operational Agent.
- Related one year experience in shipping and 3PL logistics Operations as a Warehouse Supervisor.
- Well versed in use of the Internet Microsoft Office and freight specific software like Cargo Spot; Citrix. Sprint; i Cargo, Sky chain, ERP , TMS.
- Practical knowledge about safety measures to practice inside the Airport, Ramp, Warehouse and office premises.
- Combined experience in office administration, office assistance and duties.
- Achieved efficient communication skill for customer service to provide better service.

EMPLOYMENT CHRONICLE

WAREHOUSE SUPERVISOR | Sep 2020 – Sep 2021

KALARI EXPRESS PVT LTD

Flipkart 3 PL Logistics

KEY RESPONSIBILITIES

- Coordinate product delivery schedules with customers.
- Coordinate daily activity to track location and movement of inventory finished goods by trucks.
- Works with our 3rd party logistics provider on continuous improvement processes to help drive cost down and improve service
- Overview performance of third-party material handling services.
- Monitor & review daily improvement metrics in an ongoing effort to improve processes; improve driver knowledge & improve customer satisfaction
- Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work
- Analyses and resolves work problems or assists colleague's and worker's in solving work problems
- Planned and supervised shipments from production to end-user and scheduled daily and weekly routes.



RANJITH A

WAREHOUSE SUPERVISOR
OPERATIONS EXECUTIVE

CONTACT

- ☎ +971 525949286
- ✉ ranjithalakka@gmail.com
- 📍 Dubai, UAE

ACADEMIC CREDETIALS

B.SC MATHEMATICS | 2010

- Calicut University

TRAINING AND COURSE

- IATA Dangerous Goods Regulations (Ramp and Warehouse Personnel - DGR Categories 5 & 8) | Validity till Aug 2021.
- Diploma in IATA/FIATA Cargo introductory course (Montreal, Canada Certification) | 2011

PROFESSIONAL SKILLS

- ✓ Shipping and receiving operations
- ✓ Vendor relationship management
- ✓ Organization and Time management
- ✓ Microsoft Office
- ✓ Distribution & warehousing
- ✓ Staff Management
- ✓ Logistics Management
- ✓ Safety and compliance
- ✓ ERP and supply chain software
- ✓ Materials management

SKYTEAM LOGISTIC PVT LTD
Cargo GSA For Etihad Airways
Calicut Int. Airport, India

KEY RESPONSIBILITIES

- Assist and coordinate with cargo sales team for better and smooth flow of work.
- Assist and guide respective shipping agents for cargo movements in each point and advise them for quick response.
- Warehouse Operations such as inbound and outbound cargo acceptances, customs clearance and it proceed for the loading on the basis of AWB, packing list, Weight slips etc.
- Process all associated documents (through manually/ automated systems)
- AWB capturing, prepare inbound and outbound cargo manifest, Notoc and sending messages (FWB, UWS, FFM etc) to hub department with the use of freight specific software like Cargo Spot; Citrix, Sprint; i Cargo, Sky Chain.
- Handling of Export Shipment, Import Shipments (PES, PEP, GEN) and clearance of HUM.
- preparation of GD for the Freighters.
- Load planning resulting to maximum yields per aircraft.
- Comply with all security requirements of air carriers.
- Planning cargo reducing operational cost and increasing operational Profitability and efficiency.
- Allocation of functional responsibilities and practicing job rotations to build team confidence.
- Arrange and prepare QRT, QWT shipment documents (Transit cargo) for the connection flights and follow up till the shipment reach at final destination with the use of software and email communication.
- Accept and deliver Cargo, courier and mail from / to the customers, which requires a high degree of attentiveness, speed and with a very high degree of accuracy.
- Provide correct and visible labels (Airline Sticker, DGR labels) to the warehouse team for labelling and pasting on the shipments.
- Check and confirm received cargo documents are correct before shipment release from the warehouse.
- Preparing daily, weekly and monthly consignment statements and provide the same through
- E-mail to the manager, superior officers and clients.
- Delivery Order issuing for import shipments (EY & EK)
- Proper communication with colleagues and management for smooth handling.
- Support and ask for help from other stations staffs if there any doubts found.
- Contact Hub station (AUH) for any kind of needs and booking confirmation.

COMPUTER PROFICIENCY

- Diploma in Graphic Designing
- MS Office Package
- Basic Operations
- Internet & E- Mail

LANGUAGES KNOWN

- English
- Malayalam

PASSPORT & VISA DETAILS

Passport No : U9770114
Date of Expiry : 14/03/2031
Date of Issue : 15/03/2021
Place of Issue : Kozhikode
Visa Status : Visit Visa
Date of Expiry : 06/01/2022

KEY RESPONSIBILITIES

- Inspect, count and validate the Cargo/Courier at every point of breakdown/build-up and delivery/acceptance, ensuring that goods are correctly received or dispatched in accordance within established service standards.
- Following up of arrival of air cargo with respective Airlines, freight forwarders and confirm the same to the clients.
- Proper coordination with Ramp and Airline staff for loading transit shipments (QRT, QWT) into the Aircraft.
- Handover the Cargo documents to Airline crew department and collect sign from the Captain on the Notoc (Notification to the Captain).
- Coordinate with warehouse handyman for cargo loading and unloading.
- Monitor and ensure joining loads and arriving loads of Cargo, Courier and Mail are properly handled at various processing stages at the Ramp through co-ordination.
- Handling Export and Import Shipments.
- Check correct and visible labels pasted on the shipment boxes before loading or delivery which provided by the Airline.
- Proper communication with colleagues and management for smooth handling.
- Assist or takeover additional duties from the colleagues if there have over workload.
- Coordinate with ramp department for proper loading and unloading shipments from and to the Aircraft.
- Build proper and good communication with Airline representative for effective flow of work.
- Profiling surveillance & reconciliation of cargo.

PERSONAL DOSSIER

Gender : Male
Date of Birth : 24/04/1990
Nationality : Indian
Marital Status : Married
Permanent Address : Alakkathodi (House)
Vadakkangara (Po) 679324(Pin)
Malappuram (Dt) Kerala, India

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge

RANJITH A

REFERENCE

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