

# AMJATH OPERATION COORDINATOR

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📍 RIYADH, SAUDI ARABIA



## CAREER OBJECTIVE

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Logistics professional seeking to optimize supply chain operations with a focus on efficiency and accuracy. Ready to leverage expertise in transportation, inventory management, and strategic planning to drive success in a dynamic Environment.

## Professional Experience

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09/2024 – 05/2025  
BANGALORE, INDIA

### MS LOGISTICS

#### OPERATION COORDINATOR

- Coordinated day-to-day logistics operations, including inbound and outbound shipments, ensuring timely and accurate delivery.
- Managed communication between suppliers, freight forwarders, transport companies, and internal teams to streamline logistics processes.
- Prepared and maintained shipping documents such as delivery notes, invoices, packing lists, bills of lading (BL), and airway bills (AWB).
- Tracked and monitored shipments using ERP or transportation management systems (TMS) to ensure timely deliveries.
- Oversaw inventory control, including stock updates, cycle counts, and inventory reconciliation using WMS or SAP/Oracle systems.
- Supervised warehouse operations including goods receiving, storage, picking, packing, and dispatch.
- Arranged transportation for domestic and international shipments, selecting the most cost-effective and timely routes.
- Handled import/export procedures and coordinated with customs agents to ensure compliance with regulations.
- Worked closely with the procurement and operations team to manage material flow and reduce delivery delays.
- Implemented process improvements to reduce logistics costs, improve delivery timelines, and increase overall supply chain efficiency.

09/2022 – 08/2024  
CHENNAI, INDIA

### MAXSER GLOBAL SUPPLY CHAIN

#### SUPPLYCHAIN COORDINATOR

- Managed end-to-end supply chain operations including planning, procurement, inventory control, warehousing, and logistics.
- Coordinated with vendors, freight forwarders, and internal teams to ensure timely delivery and smooth workflow.
- Monitored demand forecasts and ensured optimal stock levels across locations to avoid stockouts or overstocking.
- Implemented process improvements to increase efficiency and reduce costs across the supply chain.

#### Procurement & Sourcing:

- Created and processed purchase requisitions (PR) and purchase orders (PO) in ERP systems (SAP/Oracle).
- Sourced suppliers locally and internationally, negotiated pricing, payment terms, and delivery timelines.
- Evaluated supplier performance and ensured quality and compliance with company policies and standards.

- Coordinated with the finance department for invoice verification and timely vendor payments.

#### **Inventory & Warehouse Management:**

- Maintained inventory accuracy through regular stock counts and system updates.
- Managed warehouse activities including goods receiving, storage, issuance, and dispatch.
- Optimized stock levels using inventory planning tools and reorder point analysis.

#### **Logistics & Transportation:**

- Oversaw the movement of goods from suppliers to warehouses/customers.
- Ensured timely documentation including delivery notes, GRNs, invoices, and customs documents.
- Tracked shipments and handled logistics issues such as delays, damage, or incorrect deliveries.

## **Skills**

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|-------------------------|---------------------------|
| OPERATION MANAGEMENT    | PLANNING AND COORDINATION |
| SUPPLY CHAIN MANAGEMENT | LOGISTICS OPERATION       |
| INVENTORY MANAGEMENT    | TRANSPORTATION MANAGEMENT |
| PROCUREMENT HANDLING    | CUSTOMER HANDLING         |
| SAP                     | ORACLE                    |

## **Education**

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| 08/2023 – 09/2025<br>CHENNAI, INDIA | <b>MBA-LOGISTICS &amp; SUPPLY CHAIN</b><br><i>MADRAS UNIVERSITY</i> |
| 08/2018 – 06/2022<br>CHENNAI, INDIA | <b>B.TECH-MECHANICAL ENGINEERING</b><br><i>CRESCENT UNIVERSITY</i>  |

## **Languages**

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- ENGLISH
- TAMIL

## **PERSONAL INFORMATION**

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BIRTH DATE: 07/12/2000  
 NATIONALITY: INDIAN  
 MARITAL STATUS: SINGLE  
 VISA STATUS: EMPLOYMENT  
 PASSPORT NUMBER: R7244784  
 IQAMA NUMBER: 2608290322