

Summary

Self-motivated logistics specialist experienced in coordinating and managing supply chain operations. Skilled at storage and warehouse management, handling routing and transportation, and rate negotiation with suppliers and partners.

Experience

Jabra Connect **January 2025 – March 2025**

Sr. Logistics Executive

- Managing logistics operations, ensuring timely delivery of products, and coordinating with various departments to optimize supply chain efficiency.
- Invoicing, E-invoicing, E-waybill generation.
- Analysed procurement requests to identify service providers' information with performance, quality, and prices to determine transaction requirements.
- Managed logistics assets for timely and cost-effective delivery of cargoes.
- Provided procurement of goods, provision of transportation services, tracking of movement and change to support safe and secure operations.
- Managed loading, unloading, movement, and sorting of supplies to keep deliveries on schedule.
- Managed inventory levels to verify availability of stock for customer orders.
- Analysed customer requirements and provided customized logistics solutions.
- Updated and maintained databases to track shipments and inventory.
- Prepared and presented reports to management on logistics performance

Nexleaf Analytics India Private Limited **May 2022 – December 2024**

Associate Warehouse Coordinator/Logistics Coordinator

- Managed warehouse materials efficiently, ensuring accurate storage and retrieval.
- Conducted thorough inspections of all incoming and outgoing materials to generate detailed PDI reports.
- Maintained accurate IMEI records for each item to ensure proper tracking and management.
- Utilized Google Sheets and Excel to maintain detailed inventory records and file relevant documents.
- Performed regular firmware updates to keep inventory items up-to-date.
- Monitored outgoing materials closely to ensure quality and compliance.
- Prepare Export Document- PI,CI,PL,CO,TI, BOL,AIRWAY BILL, Product Description and HSN Code

Paradise Logistics Services **August 2020 – May 2022**

Freight Coordinator

- Processed customs declarations and maintained records of customs documents.
- Coordinated import and export of goods for multiple clients, providing accuracy and timely delivery.
- Analyzed shipping reports to identify opportunities for cost savings.
- Established and built positive relationships with vendors and carriers, promoting competitive shipping rates and service.
- Prepared shipping documentation, maintaining compliance with US Customs and international regulations.
- Negotiated freight rates with carriers for international transportation of goods.
- Negotiated and arranged transport of goods with shipping or freight companies.

PC Financial Services **January 2019 – August 2020**

Admin In-charge

- Managed sensitive data and maintained accurate records within databases, ensuring data integrity and security.
- Maintained comprehensive employee records, ensuring compliance with HR policies and regulations.
- Provided exceptional customer service by addressing queries efficiently via phone and email.

Roopsi Garments **July 2016 – December 2018**
Import – Export Specialist

- Applied working knowledge of International Trade Compliance in reviews of internal processes, procedures and policies governing import and export rules and regulations.
- Investigated discrepancies in shipping documents and resolved issues with vendors.
- Analysed shipping reports to identify opportunities for cost savings.
- Negotiated freight rates with carriers for international transportation of goods.
- Processed customs declarations and maintained records of customs documents.
- Established and built positive relationships with vendors and carriers, promoting competitive shipping rates and service.
- Coordinated with internal teams to enable timely ordering, shipping and receipt of goods.
- Coordinated import and export of goods for multiple clients, providing accuracy and timely delivery.
- Monitored and maintained import and export tracking systems for delivery of accurate and up-to-date records of shipments.

Rose IT Solutions **July 2015 – June 2016**
IT Recruiter

- Sourced and selected applicants for technical positions within company.
- Wrote and posted technical job descriptions
- Coordinated with IT team leaders to forecast hiring needs and department goals.
- Utilized various online and offline sources to find talented technical candidates and prepare for screening process.
- Pre-screened resumes prior to sending to corporate hiring managers for consideration.

Skills

- Operating Systems: Windows, Linux
- Messaging Services: Send Mails, Postfix.
- Web server: Installation, configuration and troubleshooting
- Database service: Installation Configuration and Administration of MYSQL server.
- Monitoring/Security Tools: Installation, configuration.
- Other skills: - Basic knowledge of python scripting.

Certification

- Inventory Analytics from Coursera
- Supply Chain Management from Coursera
- SAP Professional Fundamental from Coursera
- Work Knowledge in Tally, Total Recall, Jira

Education

Uttar Pradesh Technical University/AKTU
BTech in Computer Science Technology, 2015 Higher Secondary/Intermediate
State Board/BSEB
Higher Secondary/Intermediate

Personal Details

Name Anant Kumar
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