

# JISHNU SREE VEDAVYAS PM

## Logistics Coordinator – Freight Forwarding

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### PROFESSIONAL SUMMARY

I am a skilled Logistics Coordinator with over 3 years of experience in Ocean Export at Flyjac Logistics Pvt Ltd, Chennai. I have managed agent-nominated shipments, overseeing the process from gathering cargo details and determining optimal shipment modes (LCL, FCL, or console) based on cargo volume and approvals. Proficient in coordinating with agents, shippers, and liners, I have consistently secured timely bookings with carriers, ensuring compliance with operational standards. I focused on optimal container space utilization, reducing unnecessary costs through strategic shipment planning, and contributing to increased shipment profitability and operational efficiency.

### EXPERIENCE

#### Customer Coordinator (Ocean Export)

**Flyjac Logistics Pvt Ltd, Chennai, Tamil Nadu, India**

**Nov 2021 – Sep 2024**

- Managed ocean export operations, including shipment planning, carrier bookings, and efficient routing.
- Prepared shipping documents (Bills of Lading, Certificates of Origin, Commercial Invoices) and ensured regulatory compliance.
- Coordinated nomination shipments (buyer consoles, FCL, LCL) with agents for timely delivery.
- Ensured customs compliance and facilitated clearance with customs agents.
- Tracked shipments, maintained records, and provided updates to customers.
- Resolved shipment queries, addressed issues, and ensured clear communication with stakeholders.

#### Accountant

**Sumi Pharma, Kottakkal, Kerala, India**

**Jul 2017 - Dec 2020**

- Recorded financial transactions and maintained detailed records in compliance with firm policies.
- Prepared financial statements and reports.
- Prepared and filed monthly GST reports, ensuring accuracy and timely submission.

### EDUCATION

#### MBA - Logistics & Supply Chain (Currently Enrolled)

University of Madras Institute of Distance Education

Jul 2023 - Dec 2025

#### Mcom - Commerce

Indira Gandhi National Open University

Dec 2020 - Dec 2022

#### Diploma in Office Automation

ITPC Campus, Malappuram, Kerala

Nov 2016 - Feb 2017

#### BCom - Computer Application

University Of Kerala

Jul 2013 - May 2016

### SKILLS

- Ocean Export Operations
- Customer Coordination
- Customs Clearance
- Documentation Management
- Supply Chain Management
- Relationship Building
- Problem Solving
- Teamwork
- Multitasking and Prioritization

#### IT Skills:

- Ms Office (Ms Word, Excel, PowerPoint)
- Outlook
- Tally ERP
- Shipment Tracking platforms, Shipping Line Portal

## LANGUAGE KNOWN

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- English
- Malayalam
- Tamil

## PASSPORT & VISA DETAILS

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Passport No : Y8724487  
Date of Issue : 05-Sep-2023  
Date of Expiry : 04-Sep-2033  
Place of Issue : Kozhikode  
Visa Status : Visit Visa U.A.E (Valid till 26-Feb-2025)

## PERSONAL DETAILS

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Permanent Address : Nithyachaithanya House  
Amappara, Kottakkal-Kuttippuram (P.O)  
Malappuram (D.T), Kerala - 676503, India  
Nationality : Indian  
Gender : Male