Farah Rahman

Logistics Coordinator

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Summary

Logistics coordinator with five years supporting domestic distribution and inbound shipment administration. Tracks collections, deliveries and documentation, follows up exceptions and keeps warehouse and customer service teams informed. Uses clear shipment records to reduce avoidable handover gaps.

Experience

Logistics Coordinator, Example Dunefen Distribution Services — Feb 2023 - Present

Dubai

- Coordinate approximately 85 domestic deliveries each week with warehouse teams and approved transport partners.
- Track collection status, delivery updates and proof-of-delivery documents in a shared shipment register.
- Reduced deliveries awaiting missing proof-of-delivery records from 27 to 11 at month end by introducing a carrier follow-up checklist.
- Escalate delayed collections with the affected order references and revised information so customer service can update customers.

Shipping Administrator, Example Palmwick Trading Operations — Jul 2021 - Jan 2023

Dubai

- Prepared shipment document packs from approved order data and checked quantities and references against warehouse records.
- Maintained inbound arrival schedules and notified warehouse colleagues when transport partners changed the expected time.
- Recorded damaged-delivery reports and passed supporting documents to the claims coordinator for review.

Education

Diploma in Logistics and Supply Chain — 2018 - 2021

Example Riverhaven Business Institute

Skills

Coordination: Shipment tracking, Carrier follow-up, Warehouse handovers, Delivery exceptions

Documentation: Proof of delivery, Order references, Document checks, Shipment registers

Tools: Excel, ERP order records, Shared scheduling tools

Fictional sample from ResumeGuru. Names, employers and achievements are illustrative.
www.resumeguru.ai/resume-samples/logistics-coordinator-resume-sample