



**Blitz Academy**

# LOGISTICS AND SUPPLY CHAIN MANAGEMENT

## → COURSES

- ✓ DIPLOMA - LOGISTIC AND SUPPLY CHAIN MANAGEMENT - 3 Months
- ✓ DIPLOMA - LOGISTICS AND SUPPLY CHAIN MANAGEMENT - 6 Months
- ✓ PGP - LOGISTICS AND SUPPLY CHAIN MANAGEMENT - 10 Months



## | INTRODUCTION

Logistics, simply means "Cargo Movement". the movement of goods from origin to destination in a logical way, which involves the integration of information flow, material handling, production, packaging, inventory, transportation, warehousing, and often security.

# TRANSPORTATION MEDIUM





## **CAREER PATHS IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT**

- SHIPPING/FREIGHT FORWARDING COMPANIES
- AVIATION (CARGO DIVISION)
- WAREHOUSING CO-OPERATIONS
- TRANSPORTATION & DISTRIBUTION FIRMS
- MANUFACTURING PLANTS





## SHIPPING/FREIGHT FORWARDING COMPANIES

### LOGISTICS COORDINATOR

- ▶ Customer service
- ▶ Transport co-ordination
- ▶ Import & Export documentation



### EXPORT CO-ORDINATOR

- ▶ Interacting with overseas Agents and clients on daily basis.
- ▶ Rates Negotiation with the shipping lines
- ▶ Arranging Freight booking & manifesting of Shipments
- ▶ Processing custom documentation, shipments tracking and timely delivery

### IMPORT CO-ORDINATOR

- ▶ Responsible for processing import shipments
- ▶ Coordinating and maintain excellent customer service.
- ▶ Pre-advise and arrival confirmation to the clients
- ▶ Issue in-hand documentation and arrange delivery, bookings, documentation, and execution of routing

## TRANSPORT CO-ORDINATOR

- ▶ Verify the driver's documents and update daily reports.
- ▶ Physically checking vehicles as per checklist.
- ▶ Assisting employees on their queries.
- ▶ Ad-hoc pickup/ drop requests
- ▶ Route allocation
- ▶ And tracking cabs through GPS

## DOCUMENTATION EXECUTIVE/ MANAGER

- ▶ Preparing export export/import documentation
- ▶ Arranging checklists, Bill of lading, Certificate of Origin
- ▶ And issuing Debit Note & Credit Note

## SHIPPING MANAGER

- ▶ Plan and implement overall shipping strategy
- ▶ Oversee the whole shipping process and set shipping KPIs
- ▶ Supervise and oversee shipping team members
- ▶ Negotiate better pricing
- ▶ Identify shipping issues and implement solutions in a timely manner
- ▶ Maintain precise and accurate shipping documentation



## CUSTOMER SERVICE EXECUTIVE

- ▶ Completion of the cargo cycle
- ▶ Focal point for the customers after the cargo is booked till the loading and discharge
- ▶ Receiving the booking slip form our customers, check pricing guidelines and container availability
- ▶ Issuing delivery orders to the customers for pick-up of boxes
- ▶ Coordinate with logistics to ensure the equipment stock availability and updating the movements of containers .
- ▶ Co-ordinate directly with shippers and exporters
- ▶ Meeting queries raised by customers, line and their agents worldwide
- ▶ Sending daily booking report to management and principals

## SALES EXECUTIVE/ MANAGER

- ▶ Quotation to clients and managing rate negotiation with the shipping lines
- ▶ Responsible for establishing and developing relationship with clients and providing excellent customer service.
- ▶ And managing backlog orders



# AVIATION (CARGO DIVISION)

- AIRPORT CARGO STAFF
- AIRPORT CARGO SUPERVISOR
- AIRPORT RAMP OPERATOR:  
To plan , manage and control ramp and cargo operations facilities







# WAREHOUSING CO-OPERATIONS

## WAREHOUSE EXECUTIVE

- ▶ Maintaining the inventory
- ▶ Negotiate transportation rates
- ▶ Taking physical stock of goods on monthly basis
- ▶ Generating & sharing reports to management on daily basis
- ▶ Managing complete warehouse operations

## LOGISTICS SUPERVISOR

- ▶ Responsible to handle entire warehouse operations
- ▶ Interdepartmental co-ordination, inventory control, packaging and logistics
- ▶ Develop warehouse operations systems
- ▶ Train and manage a warehouse team to solve day-to-day operational issues
- ▶ Review and prepare workflow and maintain a safe and healthy work environment.

## INVENTORY CONTROLLER

- ▶ Monitoring inventory levels and replenishing stock as needed
- ▶ Liaising and negotiating with vendors and suppliers to ensure the timely delivery of stock purchases.
- ▶ Coordinating the logistics of goods to be send to warehouse and to Retail stores
- ▶ Forecasting supply and demand requirements to ensure stock availability.
- ▶ Performing regular stock checks & audits and reporting any issues to the Management.

## DOCUMENTATION CLERK

- ▶ Handling Export/Import documentation
- ▶ Coordination with port offices, shippers and forwarders

## OPERATION MANAGER:

- ▶ Use software to check, track, route and prioritize orders
- ▶ Manage all the crucial documents such as bills of lading, pick slips, shipping notices etc.



# TRANSPORTATION AND DISTRIBUTION FIRMS

## TRANSPORT EXECUTIVE/CO-ORDINATOR

- ▶ Managing the execution, direction, and coordination of all transportation matters within the organisation, including managing budgets, organising schedules & routes
- ▶ Ensuring that vehicles are safe and meet legal requirements
- ▶ Making sure that drivers are aware of their duties

## LOGISTICS EXECUTIVE

- ▶ Arranging trucks for 3rd party logistic movements
- ▶ Preparation of daily reports and co-ordination for collections of acknowledgements.
- ▶ Record of successful distribution and logistics management
- ▶ Planning and managing logistics, transportation and customer services
- ▶ Resolve any arising problems or complaints

## LOGISTICS OPERATION HEAD

- ▶ Responsibilities include organizing and monitoring storage and distribution of goods
- ▶ Plan and manage logistics, warehouse, transportation and customer services.
- ▶ Negotiate with suppliers, manufacturers, retailers and consumers
- ▶ Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency



# WHY A CAREER IN LOGISTICS?


- Growing field: due to outsourcing, 22% increase till 2021
- Good Pay : Median salary up approx 50% since 2002.
- All levels of employment available.
- Promotions abundant.
- No relocation required.
- Stepping stone to international business.



# Blitz Academy


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