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Profile

Results-driven Logistic coordinator with a Master's degree in Logistics and Supply Chain Management and a background in Mechanical Engineering. Proven track record in optimizing warehouse operations, managing inventory using WMS (Manhattan SCALE), and leading B2B/B2C fulfillment processes. Skilled in team leadership, cycle counting, stock accuracy, returns management, and process improvement initiatives. Adept at using data analysis tools like Excel and Tableau to support decision-making. Seeking to contribute operational excellence in a dynamic logistics or supply chain role.

Work Experience

Inbound Logistics Coordinator

Cygnia Logistics, Northampton, UK | Oct 2024 – Present

- Managed inbound logistics operations using Manhattan SCALE WMS, improving receiving accuracy and processing speed.
- Inspected and received inbound shipments, identifying damaged, over-delivered, or missing items and escalating issues as required.
- Prepared and submitted non-conformance forms for damaged, missing, or excess stock, ensuring prompt resolution of inventory discrepancies.
- Resolved logistical issues by proactively communicating with transport and receiving departments.
- Communicated with carriers, team leads, and inventory teams to resolve delivery issues and prioritize urgent receipts.
- Supported cycle counting and reconciliation in the receiving area to maintain system-to-physical stock alignment.
- Helped refine goods receiving SOPs, leading to smoother transportation scheduling and dock utilization
- Operated Powered Pallet Trucks (PPTs) with certification, supporting efficient movement of goods in the warehouse.

Warehouse Associate -Returns (part-time)

Wincanton, Northampton, UK | Feb 2024 – Sep 2024

- Processed returned goods through Manhattan SCALE WMS, ensuring accurate identification, sorting, and documentation.
- Inspected returned items for damage or discrepancies, determined disposition (restock, repair, or scrap), and updated inventory records accordingly.
- Resolved return discrepancies by collaborating with inventory control and customer service teams to maintain high accuracy and customer satisfaction.
- Reduced returns handling time by streamlining intake and inspection processes, contributing to a 15–20% improvement in overall efficiency.
- Supported reverse logistics operations by preparing return shipments to vendors and managing return-to-stock workflows.
- Maintained detailed records of returned items to support audits, quality checks, and root cause analysis.
- Adhered to SOPs and safety protocols throughout the returns process, ensuring compliance with company and regulatory standards
- Processed an average of 150+ returned items per day with 98% accuracy.
- Helped reduce backlog in returns area by 30% through process optimization
- Oversaw customer returns and non-conformance processes, reducing handling errors by 15% and ensuring compliance with SOPs.

Warehouse Operator (part-time)

Wincanton, Northampton, UK | Jun 2023 – Jan 2024

- Prepared and packed large-volume B2B orders, ensuring products were grouped correctly per customer and carrier specifications.
- Generated and verified detailed packing documentation (manifests, labels, invoices) to meet customer and logistics partner requirements
- Cross-checked order lines against system data before sealing to prevent dispatch errors and improve outbound accuracy.
- Applied carrier-specific guidelines (e.g., DPD, UPS, DHL) for labeling, palletization, and load consolidation
- Flagged packing discrepancies, damages, or incomplete orders during the final check to minimize returns and improve service levels.
- Met daily KPIs while maintaining high standards of accuracy and packaging quality.

Distribution Centre Operative (part-time)

Tuffnells Parcels Express Ltd, Northampton, UK | Feb 2023 – May 2023

- Verified postcodes for accurate distribution bay allocation.
- Optimized storage space and supported timely dispatch.
- Collaborated with team members to ensure smooth goods flow.
- Performed manual tasks adhering to safety and ergonomic practices.

Production Supervisor

Tec-know Dies Pvt. Ltd, Thrissur, Kerala, India | Jul 2021 – Oct 2022

- Supervised a 15-member production team, improving productivity by 20% through structured performance feedback and team training.
- Implemented root cause analysis tools (5 Whys, Fishbone) to reduce daily downtime by 30%.
- Developed and standardized SOPs for 10+ die models, which lowered rework costs and reduced defect rate by 25%.
- Led Kaizen initiatives to streamline workflow and optimize equipment utilization, increasing output efficiency.
- Collaborated cross-functionally with maintenance and quality teams to improve machine reliability and product consistency.
- Managed shift scheduling, material planning, and safety compliance in a high-precision manufacturing environment

University of Northampton, UK

MSc in Logistics and Supply Chain Management | Feb 2023 – Sept 2024

College of Engineering Trivandrum, Kerala, India

Bachelor of Technology in Mechanical Engineering | Jul 2017 – Dec 2020

State Board of Technical Education, Kerala, India

Diploma in Mechanical Engineering | Apr 2013 – Mar 2016

Key Skills

- Warehouse Operations & Inventory Management
- Team Leadership & Training
- Problem Solving & Root Cause Analysis
- B2B and B2C Order Fulfillment
- Strong Written and Verbal Communication
- Time Management & Prioritization

Technical Skills

- Inventory Management: Manhattan SCALE, WMS
- Data Analysis: Microsoft Excel, Tableau, Power BI, IBM SPSS
- Programming: Python (Basic)
- Project Management: Planning, Risk Management, Stakeholder Communication
- Compliance: GDPR, Health and Safety Regulations
- Employee Engagement: SurveyMonkey, JISC Online Surveys

Additional Information

- Available for early shift patterns and weekend work as required.
- Proficient in logistics software systems, Excel and Microsoft Outlook for daily planning and communication.