



# RIYA MIRCHANDANI

(Visa Status: Dependent Visa)

## RESULT-ORIENTED PROFESSIONAL

- Supply Chain Management
- Shipping Management
- Logistics Management

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Seeking career enriching assignments in the positions of **Logistic Management** to leverage enriched experience in establishing and implementing tools and enforcing methodologies while making a significant contribution to the company's success.

### OVERVIEW

High-performance **Logistics Management Professional** with **nearly one year** in handling various functions such as Logistics, Supply Chain Management, and team coordination. Exhibited prowess in heading new-set ups/ diversifications, managing logistics functions, emphasizing value addition to existing operations, escalating business by generating significant cost savings, and developing policies. Excel at coordinating tasks of numerous internal divisions and external agencies to ensure rapid, accurate delivery of equipment, materials, and resources.

Track record of identifying redundancies and maximizing resources to streamline operations. Proficient in a variety of logistics and supply management software, both proprietary and commercial.

Possesses the competence to complete the assigned work without compromising on quality under all circumstances using organizational and presentation skills. Proactive team player and an effective communicator with significant analytical, problem-solving, and interpersonal abilities and the capability to grasp knowledge quickly and easily.

### SIGNATURE SKILLS

Shipment Management ✕ Supply Chain Management ✕ Logistic Management ✕ Distribution Management ✕ Relationship Management ✕ Business Needs Assessment ✕ Client Need Assessment ✕ Standards / Procedures Compliance ✕ Transportation Management ✕ Team Management ✕ Process Improvement

Analytical Skills

Problem-Solving

Communication

Time Mgmt.

Interpersonal Skills

Leadership Qualities

### PROFESSIONAL EXPERIENCE

#### APR 2016 – MAY 2017 WITH SM DYES & CHEMICALS, INDORE, INDIA AS LOGISTIC COORDINATOR

##### Key Deliverables:

- Developed and implemented vital strategies and made sure the end-to-end provision of logistic solution
- Collaborated and communicated with logistics technicians, customer service representatives, quality personnel, and others involved in the shipment and receipt of products about information related to the shipment.
- Oversaw hazardous waste storage areas, hazardous waste documentation, equipment, and procedures.
- Managed logistics team to safely and efficiently meet the required daily activities.
- Administered and synchronized activities of workers engaged in loading and unloading stock.
- Allocated jobs tasks to workers according to loading and unloading schedules.
- Proved materials loaded and unloaded against work order or bill of lading.
- Focused workers to move materials or products to storage areas or production areas.
- Shouldered with the responsibility to receive, store, and issue materials, equipment, and other items from the stockroom, warehouse, or storage yard.
- Collaborated with internal teams to improve outputs to meet demand and supply requirements, ensuring inventory integrity targets for finished goods.

### INTERNSHIPS

#### FEB 2019 – APR 2019 WITH INSTAKART (FLIPKART), PUNE, INDIA AS SUPPLY CHAIN COORDINATOR

##### Responsibilities:

- Assisted as primary liaison between 3PL and Instakart (Part of Flipkart).
- Acknowledged, selected, and maintained logistic suppliers and service qualities.

- Worked together with internal teams to improve outputs to meet demand and supply requirements, ensuring inventory integrity targets for finished goods.
- Executed new systems, resolved performance issues, and expanded processes to meet diverse needs.
- Instigated strategic plans and contributed to the evaluation and analysis of business objectives.
- Documented safety action plans, quality initiatives, and team performance in the system.
- Established standard and emergency operating procedures for receiving, handling, storing, sorting, shipping, and salvaging products. Divided and categorized cargo received and redirected shipments.
- Augmented efficiency and effectively supervised 20 team members to ensure optimal productivity.

## MAY 2018 – JUL 2018 WITH ESQUIRE HEALTHCARE & LOGISTICS, PUNE, INDIA, AS SUPPLY CHAIN COORDINATOR

### External Experience:

- Recognized, selected, and maintained logistic suppliers and service qualities.
- Synchronized with internal teams to improve outputs to meet demand and supply requirements, ensuring inventory integrity targets for finished goods.
- Handled production levels, identified material shortages, monitored inventory levels to meet order delivery requirements and oversaw the packaging process.
- Improved, standardized, and documented planning and scheduling processes.
- Administered 15 staff members tasked with handling materials management and planned for timely deliveries.
- Managed production, manufacturing, purchasing, procurement, warehouse management, logistics management, import, and other supply chain functions to facilitate business operations.
- Organized logistics systems and outsourced transportation to maximize efficiency, cost, and benefit.
- Challenged teams to achieve high performance within the distribution network to meet inventory targets.
- Drove vital performance indicators and continuous improvements throughout logistics and supplier operations.

## EDUCATION & CREDENTIALS

- **MBA in Supply Chain Management** from Indra Institute of Management, Pune in 2019 with 59%.
- **B.com** from JG College of Commerce, Gujarat University, Ahmedabad in 2017 with 56%.

***IT Skills:*** Well versed with Microsoft Office

## CERTIFICATIONS

- Certified with Supply Chain Operations Certification from IIM-B in 2019.

## ACHIEVEMENTS

- Successfully achieved positivity & balance of life for digital youth  
(Received for managing life's challenges and coping with stress & peer pressure leading to behavioral development.)

## PERSONAL DOSSIER

**Nationality:** Indian | **Language Known:** English, Hindi, Gujrati, and Urdu | **Marital Status:** Married  
**Visa Status:** Dependent Visa (Husband Visa)