

SK

CONTACT

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📍 Perth, WA

🌐 <https://smrk004.github.io/SK.github.io/>

SKILLS

- Inventory Management
Data Analysis
- Microsoft Office
Time Management
- Problem Solving
Process Improvement
- Salesforce
Customer Service
- Team Leadership
Microsoft Excel
- Microsoft Word
Microsoft Teams
- Power BI
Schedule booking and appointments
- Following OHS

REFERENCE

Shubham Magar
Western Power
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Nerissa Santa Maria
Commonwealth Bank
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SUBASH KOWURI

Supply Chain & Procurement Assistant (Student Placement)

Motivated and detail-oriented Bachelor of Commerce student majoring in Supply Chain Management at Curtin University. Strong academic and practical foundation in procurement, inventory control, logistics coordination, and data-driven decision-making. Proficient in tools like SAP (introductory), Power BI, and Salesforce, with experience across warehousing, digital platforms, and client services. Adept at streamlining processes, tracking metrics, and supporting supply chain operations end-to-end. Seeking a supply chain internship or graduate role to support procurement, logistics optimisation, and vendor performance initiatives.

TECHNICAL SKILLS

Supply Chain & Procurement Tools: Inventory Control, Basic ERP/SAP, Logistics Planning, Scheduling, OHS Compliance

Data & Reporting: Microsoft Excel (PivotTables, VLOOKUP, Dashboarding), Power BI, Salesforce CRM

Productivity Tools: Microsoft Word, Outlook, Teams, SharePoint

Soft Skills: Problem Solving, Team Leadership, Attention to Detail, Stakeholder Communication

Certifications: Forklift License (License4Work, 2025), Cert III in Retail (McDonald's, 2022), Cert II in Business (Fremantle GT, 2021)

EDUCATION

Bachelor of Commerce - Supply Chain Management and Logistics, Minor in Business IT

JAN 2023 - JUN 2026

Curtin University, Bentley, WA

Expected Graduation: 2026

Course Weighted Average (CWA): 66.23 – Good Standing

Relevant Coursework:

- **Supply Chain Management** – Procurement strategies, global logistics coordination, sustainability
- **Supply Chain Logistics** – Transportation, warehousing, and stock management systems
- **Supply Chain Decision Analytics** – Demand forecasting, cost modelling, network design
- **Analytics for Decision Making** – Business reporting, KPI tracking with Excel & Power BI
- **Business Information Systems** – ERP fundamentals, SAP navigation, digital procurement tools
- **Markets and Legal Frameworks** – Vendor contracts, trade compliance, risk analysis

EMPLOYMENT HISTORY

Commonwealth Bank

MARCH 2024- PRESENT

Everyday and Customer Banking Specialist

- Processed 50+ customer applications daily with 99% accuracy, enhancing service workflow
- Guided clients through digital services and ID verification, contributing to a 20% branch queue reduction
- Supported customer onboarding with attention to compliance, fraud detection, and data accuracy
- Strengthened communication skills and risk awareness relevant to procurement & audit processes

Apple
Specialist

Aug 2023 - Mar 2024

- Managed high-volume sales and product support, serving 50+ customers per day
- Maintained 98% inventory accuracy through stocktake coordination and back-end systems
- Resolved 90% of technical issues in-store, preventing service escalations and delays
- Liaised with supply chain and delivery partners to ensure accurate inbound/outbound orders

McDonalds

2024 - 2025

Shift Manager

- Led high-performing shifts, managing teams of 10+ crew members to ensure smooth restaurant operations and excellent customer service.
- Maintained 100% compliance with food safety and security standards, ensuring a safe and hygienic work environment.
- Supervised cash handling and inventory management, accurately monitoring sales, labor, waste, and stock levels to optimize efficiency.
- Trained and mentored new employees, improving team performance and customer satisfaction through structured training programs.

PROJECTS & INVOLVEMENT

Supply Chain Student Club (Curtin University)

Treasurer

- Designed club logo and branding collateral.
- Contributed to event coordination and industry networking initiatives to connect students with supply chain professionals.