

# Abrorbek Kodirov

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Oak Lawn, IL

## Summary

- E-Commerce Operations Specialist with experience in logistics, supply chain management, and database operations. Skilled in processing refunds, managing shipping logistics, and optimizing e-commerce workflows through platforms like Channel Advisor (Rithum).
- Currently earning an associate degree in Computer Science, with plans to transfer for a bachelor's. Passionate about software support and technology-driven solutions, with a strong focus on optimizing business operations, improving system efficiency, and enhancing user experiences

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## Experience

### E-commerce Associate

The Spot for Fits and Kicks (Fashion Footwear Inc) • Bedford Park, IL

09/2024 - Present

- Managed the accurate handling of online orders through efficient picking, packing, shipping, and tracking procedures.
- Demonstrated strong communication and customer service skills by providing timely updates to customers regarding order progress.
- Maintained precise inventory and order records using tools such as Microsoft Excel and Google Sheets.
- Collaborated closely with team members to support day-to-day ecommerce platform operations and resolve process challenges. • Utilized digital platforms like ChannelAdvisor and Amazon FBA to streamline data management and tracking.

### Dispatch Coordinator

Baron Mardon Inc • Aurora, IL

09/2022 - 04/2024

- Coordinated and scheduled delivery routes to optimize operational efficiency and maintain accurate delivery records.
- Communicated effectively with drivers to ensure timely pickups and deliveries, fostering a collaborative work environment.
- Monitored vehicle performance using tracking systems while ensuring compliance with safety and company policies.
- Demonstrated strong time management and independent working abilities in a fast-paced logistics setting.

### Intern Student

Dizipro • Tashkent

08/2021 - 10/2024

- Developed detailed renderings using industry-standard software, such as Corona Rendering, 3DsMax, Blender.
- Collaborated with clients to understand design requirements and preferences. • Optimized designs for functionality, aesthetics, and space utilization. • Successfully designed and delivered multiple 3D-rendered projects for residential and commercial spaces.

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## Skills

Python, CSS, Bootstrap, HTML5, Shipping Procedures, Warehouse Operations, Packing Accuracy, TMS Logistics, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, ChannelAdvisor, Amazon And Other Seller Platform Management, DAT Platform, Adobe Photoshop

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## Education

### A.S in Computer Science

Moraine Valley Community College • Palos Hills, IL  
05/2026

### High School Diploma

Academic Lyceum of UWED • Tashkent, Uzb  
06/2022

- Involved in extracurricular activities such as student conferences, Model United Nations (MUN), and leadership training programs. Volunteered in organizing academic events, contributing to teamwork and project management skills.

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## Languages

English, Uzbek, Russian

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## Volunteering

Haymarket Center - **Fundraising Assistant** ( Sep 2024)

- I supported Haymarket Center's mission by helping raise funds for programs that assist people in recovery.
- Assisted with planning and organizing fundraising events
- Supported administrative tasks to enhance fundraising efficiency

Uzbek American Association of Chicago - **Assistant** ( Aug 2024 - Sep 2024)

- Assisted in organizing and managing the Uzbekistan Independence Day celebration, contributing to event coordination, guest assistance, and cultural activities.
- Supported social services initiatives by helping with community outreach, logistics, and ensuring a welcoming environment for attendees.