

Abrorbek Kodirov

abror.book@gmail.com

+1-708-994-4711

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

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 -10/2021

- 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.

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

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.

Languages

English, Uzbek, Russian

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.