

# AMAL PASHA

Logistics & Administration Professional

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- 056 276 6560**
- Dubai - UAE



## Resume summary

To secure a challenging position in a reputable organization to work on **supply chain , logistics , inventory management & administration** etc . To learn and develop from the well versed and experienced executives, and grow as an expert and leader in the respective work domain.

## Work Experience

### **STOCK ANALYST & PURCHASE MANAGEMENT**

**IBNUSINA PHARMACY – KERALA, INDIA** ( 2023 Feb – 2024 June )

- Monitor and manage stock levels of medications and other pharmacy products.
- Conduct regular inventory audits to ensure accuracy and identify discrepancies.
- Maintain optimal inventory levels to prevent stock outs and overstock situations.
- Sales, purchase & Return entry
- Stock Adjustments
- Product registration

### **WAREHOUSE OPERATIONS AND MANAGEMENT**

**LOGIWARE SUPPLYCHAIN SOLUTIONS – KOCHI , INDIA** ( 2022 Dec – 2023 Jan )

- Maintaining an accurate record of all merchandise received and distributed.
- Receiving and processing warehouse stock products
- Bookkeeping
- Managing warehouse activities.

## Education

- **BACHELOR OF BUSINESS ADMINISTRATION (B.B.A) & LOGISTICS** ( 2019– 21 )  
AICTE – (approved) - BANGALORE NORTH UNIVERSITY, BANGALORE- INDIA
- **HIGHER SECONDARY EDUCATION COMMERCE WITH COMPUTER SCIENCE** (2018)  
STATE BOARD OF SECONDARY EDUCATION , KERALA- INDIA
- **SSLC - GOVT. R.M HIGH SCHOOL ,MELATTUR** (2016)  
BOARD OF PUBLIC EXAMINATION, KERALA - INDIA
- **PG DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT** (2022 -23)  
Global Institution Of Management Studies(giims) , Kochi –India
- **CERTIFICATIONS**
  - World University Consortium California, USA
  - STED Council Of India
  - SAP - Systems, Applications & Products in Data Processing
  - CII (Confederation Of Indian Industry)
- **VALUE ADDED CERTIFICATIONS**
  - Danger Goods Handling
  - Air/Sea Cargo Operations
  - SAP

## Personal details

DOB : 03 Oct 1999  
Nationality : Indian  
Marital status : Single  
Gender : Male

## Software Skills

Microsoft Excel  
Tally  
SAP  
Microsoft PowerPoint  
Microsoft Word  
Adobe Photoshop  
Adobe Premiere Pro

## Language Skills

**ENGLISH** : Professional  
**HINDI** : Intermediate  
**ARABIC** : beginner  
**MALAYALAM** : Native

## Area of Expertise

Administration  
Supervision  
Warehouse Management  
Merchandising  
Store Keeping  
Stock Analyst  
Data Entry

## Personal Skills

Time management  
Sense of responsibility  
Customer service  
Active learning  
Leadership