



CONTACT

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EDUCATION

Master of Business Administration

Logistics and Supply Chain Management

KV Business School Coimbatore

Anna University Chennai, India
2021-2023 | GPA – 78%

Bachelor of Commerce

Computer Applications

St Dominic's College Kanjirappally

Mahatma Gandhi University, India
2018 – 2021 | GPA – 61%

PROFESSIONAL SKILLS

- Procurement Management
- Incoterms Knowledge
- Inventory Management
- Material Handling
- Documentation
- ERP system's proficiency
- Data Analysis and Reporting
- Vendor Coordination

JERIN THOMAS

Logistics and Supply Chain Management

PROFESSIONAL SUMMARY

Experienced Warehouse Coordinator with one year of expertise in order management and warehouse operations, along with experience as an SAP MM trainee. Skilled in streamlining logistics processes, ensuring smooth warehouse coordination, and improving operational efficiency. Seeking a challenging role in logistics and supply chain to contribute to seamless distribution and supply flow.

WORK EXPERIENCES

WAREHOUSE COORDINATOR

Lulu International Shopping Malls Private Limited | Kerala, India

NOV 2023 – Dec 2024

- Handled incoming and outgoing shipments, including preparing and verifying shipping documents (invoices, delivery note, pick list, packing list and E – way bill).
- Coordinated with freight forwarders for the movement of goods from the warehouse to multiple malls, ensuring timely and cost-effective deliveries.
- Collaborated with procurement and sales teams to align warehouse dispatches with demand forecasts.
- Created Goods Receipt Notes (GRN) in SAP for incoming shipments, ensuring accurate recording of received materials against Purchase Orders (PO).
- Coordinated with the procurement team and vendors to resolve discrepancies between GRN and purchase orders, such as quantity mismatches or damaged goods.

SAP Materials Management Trainee

Electro Mech Enterprises | Kerala, India

JAN 2023 – NOV 2023

- Assisted in processing purchase requisitions (PR) and purchase orders (PO) in SAP MM, ensuring accuracy and timely approvals.
- Coordinated with suppliers to obtain quotations, and track order deliveries to maintain smooth procurement operations.
- Coordinated with suppliers to obtain quotations, negotiate pricing, and track order deliveries to maintain smooth procurement operations.
- Supported the procurement team by maintaining vendor records, updating master data in SAP, and ensuring compliance with company purchasing policies.

SOFT SKILLS

- Organizational Skills
- Problem Solving Skills
- Communication Skills
- Critical Thinking
- Time Management Skills

SOFTWARE SKILLS

- SAP Materials Management
- MS Office suite (Excel, Word, Outlook, Power point)
- Warehouse Management Systems

LANGUAGES

- English (Read, Write, Speak)
- Malayalam (Read, Write, Speak)
- Hindi (Read, write, Speak)
- Tamil (Read, Write, Speak)

REFERENCE

Will be provided upon request.

CERTIFICATIONS

- Certified SAP Global Certification in Materials Management.
- Completed certification course on the topic introduction to logistics and supply chain management by Udemy.
- Completed certification course on the topic Supply Chain Skills: Optimisation tools by Udemy.
- Completed certification course on the topic introduction to MS Excel by Udemy.
- Pursued AIMA Bizlab simulation certificate by AIMA.

VISA STATUS

Passport Number: Y8822997

Date of Issue : 29-03-2025

Date of Expiry : 28-05-2025

Nationality : Indian

Visa Status : Visit Visa

DECLARATION

I take responsibility of every word that has been mentioned in the resume.

JERIN THOMAS