



## PROFILE

# Suparna Sukumar

**Date of birth:** 19/11/1990

**Address:** Sharjah, United Arab Emirates

**Phone number:** 0507107433

**Email address:** suparna.191126@gmail.com

A highly motivated and detail-oriented Logistics Coordinator with over 3 years of experience in managing and optimizing supply chain operations. Skilled in coordinating shipments, inventory management, and ensuring smooth logistics processes. Fluent in French, with expertise in both written and verbal communication, which adds value in international and cross-functional collaborations and demonstrating strong communication, organizational, and interpersonal skills. Known for a proactive approach to problem-solving, time management, and providing exceptional customer service.

## EMPLOYMENT HISTORY

### Logistics coordinator

**Express Labs For Scientific and Laboratory Equipment Trading LLC**

⌚ 11/2021 – present 🗺 DUBAI, UNITED ARAB EMIRATES

- Coordinated and managed transportation logistics for shipments, ensuring timely delivery and cost-effective solutions.
- Implemented inventory control system to track and monitor stock levels.
- Negotiated contracts with vendors and carriers to optimize freight rates and improve overall supply chain efficiency.
- Led cross-functional teams to streamline processes and improve communication between departments.
- Managed shipping and receiving operations, coordinating timely deliveries and optimizing supply chain efficiency.
- Implemented inventory control measures, reducing discrepancies and improving accuracy.
- Negotiated contracts with third-party vendors, resulting in cost savings of 10%.

### French Translator

**Dodsal Engineering and Construction Pte Ltd**

⌚ 10/2017 – 10/2018 🗺 DUBAI, UNITED ARAB EMIRATES

- Read given material and research industry-specific terminology. Convert text and audio recordings from one language to one or more others.
- Ensure translated content conveys original meaning and tone.

### French Language Expert

**Industrial Info Research India Private Limited**

⌚ 10/2013 – 12/2016 🗺 GURGAON, INDIA

- Manage End-to-End Qualitative and Quantitative market research for new projects in Petrochemical and Fertilizer Industry in Africa and France based on Secondary and Primary Research.
- Assisting Clients on their business through SWOT Analysis based on current industry trends and numbers and helping them through various key performance indicators of the industry and Business.

### Senior Registry Assistant (Immigration)

**High Commission of Canada**

⌚ 01/2013 – 08/2013 🗺 DELHI, INDIA

- Processing and arranging the documents received through mail to forward it to different departments and assisting officers with database related operations like file creation etc. Involved in generating refusal letters to be sent to the applicants.

## EDUCATION

### Supply chain and Management | Logistics and Supply Chain Management professional

Learners Point Academy

⌚ 09/2024 – 04/2025 📌 DUBAI, UNITED ARAB EMIRATES

### English | Bachelor of Arts

Delhi University

⌚ 05/2008 – 05/2011 📌 DELHI, INDIA

### French | Masters

IGNOU

⌚ 05/2024 – present 📌 DELHI, INDIA

### French | B2 Level

Alliance Francaise de Delhi

⌚ 08/2008 – 08/2012 📌 DELHI, INDIA

## SKILLS

### ① SKILLS

Excel



Microsoft word



Outlook



Language Translation



Research Skills



Search Engine Optimization



Digital Marketing



Social Marketing



## LANGUAGES

### ① LANGUAGES

English



Malayalam



Hindi



French



## CERTIFICATES

### Digital Marketing

Digital Scholar