



# RESHMA MARIA PAUL

ENGINEERING BUSINESS PROFESSIONAL

Demonstrating a proven ability to manage multiple priorities in a deadline driven environment.

## Experience

- **Logistics Coordinator** JULY 2023 - NOV 2024  
**DRUGS INDIA , KERALA ,INDIA**
- Ensuring smooth flow of the medicine from warehouse to the end customers by optimizing delivery routes to ensure timely and cost-effective distribution and verify that the sensitive drugs are transited under appropriate temperature.
  - To assure that all shipments comply with regulatory standards, including the packaging ,labelling and documentation.
  - Maintaining accurate records for tracking shipments, such as invoices and purchase orders.
  - Managing the return process for defective or expired products, including coordinating with suppliers or manufacturers.
  - Working with carriers, freight forwarders, and other logistics partners to negotiate competitive rates and terms.
  - Collaborating with sales and marketing team to understand customer demand hence to avoid shortages or overstocking of the products.

- **Logistics Coordinator** APRIL 2021 - MAY 2022  
**MEDMART PHARMA ,KERALA.INDIA**
- Oversee the picking, packing, and dispatching of medicines, ensuring timely and accurate deliveries.
  - Maintain proper records for audits, regulatory inspections, and traceability of medications throughout the supply chain.
  - Oversee or collaborate with warehouse staff to ensure proper storage conditions for medicines and organize the warehouse for efficient picking and packing.
  - Ensure that the products are inspected and meet the required quality standards before they are shipped out. This can include verifying proper labeling, packaging, and checking for damage.

## Contact

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## Education

- **Master Business Administration (Operations)**

**Federal business school ,Cochin**  
7.95

- **Bachelor of Technology (Information technology)**

**Karunya University ,Coimbatore**  
8.65

## Strengths

- *Tries out uniqueness in doing work.*
- *Hard working.*
- *Versatile.*
- *Patience.*

## Area of interest

- *Logistics and Supply Chain*
- *Web technology*
- *Database*
- *Bookkeeping*

## Skills

- *Project management*
- *Strong decision maker*
- *Complex problem solver*
- *Innovative*
- *Service-focused*

## Technical Expertise

- *Basic knowledge in C,C++,Web Technology, CSS3,HTML5, MongoDB.*
- *Fine knowledge in Microsoft Excel, Power point and MS Word.*

## Achievement

- *Secured 3rd rank in 2nd and 4th semester in the Department of Information Technology*

## Certification

- *Completed Big Data University certificate on 'Intro to Big Data' on August 22, 2016.*

## Import Coordinator Cum Office Administrator

NOV 2019 - JAN 2021

### AUTOFREIGHT SHIPPING AND LOGISTICS LLC,DUBAI, U.A.E

- Responsibility for costing import job ensuring maximum profitability for the organization.
- Purchase office supplies and oversee the maintenance of office facilities and equipment.
- Provide optimal customer services to all clients by availing details of the shipment, mandatory documents required for clearance and the procedure.
- Coordinating with the concern shipping line for the release of delivery order at the right time to avoid demurrage and for immediate release of container or goods.
- Drafting the bill of entry in customs website for documentation process.
- Generating vehicle gate passes and handing them over to the transportation team and instructing them with delivery details.

## INTERNSHIP

### LCL DEPARTMENT

INTERN AT GLOBELINK WEST STAR SHIPPING L.L.C  
DUBAI 2018

## PROJECTS

- Project on 'Expert system for disease prediction' using java,
- Mini Project 'Adoption of supply chain strategies in retail'.
- Project on 'A study on supply chain practices at Lulu Hyper market'.