

Mohan Govindasamy

Logistics Assistant/ Executive

I am an accomplished logistics professional with over 8 years of experience in optimizing supply chain operations, managing inventory systems, and coordinating domestic and international shipments. My track record includes integrating cost-saving strategies, implementing advanced tracking systems, and ensuring regulatory compliance across diverse logistics environments. I excel at vendor negotiations, cross-functional team leadership, and analyzing performance metrics to drive continuous improvements in operational efficiency. My background features a Post Graduate Diploma in Retail and Supply Chain Management and a Bachelor's in Business Administration, highlighting my commitment to ongoing professional development. Proficient in various logistics software, Tally ERP-9, and Microsoft Office Suite, I adapt quickly to evolving market demands. I am now poised to contribute my expertise to organizations that value innovation, collaboration, and strategic growth.



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SKILLS

Logistics Management Inventory Management Supply Chain Optimization Client Relations Order Processing
Transportation Handling International Shipping Packaging and Labeling Regulatory Compliance Documentation
Shipment Tracking Problem Resolution Performance Analysis Warehouse Management Workflow Management
Procurement Operations Planning Freight Forwarding Communication Strategic Sourcing Team Leadership

WORK EXPERIENCE

Logistics Executive

Make Easy Logistics

10/2023 - 11/2024

Karur, India

Achievements/Tasks

- Directed daily logistics operations, ensuring seamless workflows and timely processing of inventory and shipments.
- Designed and executed efficient inventory systems, minimizing costs and enhancing operational profitability significantly.
- Implemented advanced shipment tracking systems to optimize order processing and improve delivery accuracy.
- Coordinated with international shipping partners to comply with global customs regulations and company policies.
- Managed team performance by promoting adherence to procedures, improving overall efficiency and productivity metrics.
- Identified inefficiencies in supply chain workflows, providing actionable recommendations to streamline logistics operations.
- Ensured accurate financial documentation by preparing and verifying invoices in alignment with company standards.
- Analyzed key performance metrics, driving consistent improvements in logistics delivery timelines and customer satisfaction.
- Negotiated with vendors to secure cost-effective contracts that aligned with operational and financial objectives.

Relationship Manager

Bajaj Allianz General Insurance Company Ltd,

02/2021 - 03/2022

Karur, India

Achievements/Tasks

- Developed comprehensive client reports to provide actionable insights for Karur Vysya Bank branch managers.
- Educated clients on new insurance products, achieving business growth through tailored sales strategies.
- Implemented corporate policies and ensured compliance with relevant insurance regulations and company guidelines.
- Issued new insurance policies efficiently, maintaining accuracy and ensuring seamless customer onboarding processes.
- Built strong client relationships by addressing customer needs and providing personalized insurance solutions.
- Evaluated market trends and competitor strategies to recommend innovative improvements to product offerings.
- Conducted regular performance reviews to align operational strategies with organizational goals and client expectations.

WORK EXPERIENCE

Senior Sales Executive Map Rotoprints

06/2014 - 01/2021

Karur, India

Achievements/Tasks

- Represented the company at trade exhibitions and fairs, significantly increasing brand visibility and presence.
- Launched and distributed innovative products, driving market penetration and achieving revenue growth objectives.
- Maintained customer relationships by offering personalized solutions and ensuring consistent communication channels.
- Negotiated contract terms effectively, closing sales deals that boosted profitability and customer satisfaction.
- Conducted comprehensive market research, identifying emerging trends and adapting strategies to meet market demands.
- Addressed customer objections tactfully, using persuasive techniques to facilitate successful product sales.
- Created detailed sales reports and shared insights to inform strategic decision-making within the sales department.
- Collaborated with cross-functional teams to ensure product delivery timelines and meet customer expectations.
- Established new client accounts, expanding the customer base and increasing business opportunities for the company.
- Trained junior sales executives, equipping them with skills and knowledge to enhance overall team performance.

EDUCATION

Post Graduate Diploma in Retail and Supply Chain Management BITC, Singapore (11/2023)

Bachelor of Business Administration Sri Balamurugan Arts and Science College, India (04/2009 – 11/2014)

TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint & Outlook)

Tally ERP-9 (Basic)

Logistics Management Software

LANGUAGES

English	<div><div></div><div></div><div></div><div></div><div></div></div>	Tamil	<div><div></div><div></div><div></div><div></div><div></div></div>
Kannada	<div><div></div><div></div><div></div><div></div><div></div></div>	Telugu	<div><div></div><div></div><div></div><div></div><div></div></div>
Malayalam	<div><div></div><div></div><div></div><div></div><div></div></div>		

REFERENCES

Available upon request.