

HARSHAL MV

LOGISTICS ASSISTANT

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ABOUT ME

Detail-oriented and reliable professional with 2 years of experience in administrative and office support roles. Proficient in Microsoft Excel, Word, and Outlook, with a strong ability to manage data, handle communications, and support daily business operations efficiently. Known for excellent time management, accuracy, and a proactive approach to problem-solving. Seeking to contribute my skills and experience to a dynamic team in a growth-focused organization.

EDUCATION

LOGISTICS AND SUPPLY CHAIN MANAGEMENT

ARROW WINGS ACADEMY
2023

BACHELOR OF BUSINESS ADMINISTRATION

CALICUT UNIVERSITY
2021

SKILLS

MS Excel

MS Word

Out look

Tally prime

SAP

LINK

WORK EXPERIENCE

WAREHOUSE ASSISTANT | AMAZON | JAN 2024 – JUN 2025

- Received, inspected, and accurately recorded incoming shipments in inventory management systems.
- Prepared and packaged orders for dispatch, ensuring correct labeling and timely delivery.
- Managed documentation for incoming and outgoing goods using Microsoft Excel and Word.
- Responded to internal and external queries via Outlook, ensuring professional communication.
- Identified and reported damaged or missing goods to supervisors promptly.
- Supported loading and unloading of goods from delivery trucks, minimizing product damage.
- Followed first-in, first-out (FIFO) inventory practices to reduce product waste and maintain stock freshness.
- Assisted in organizing warehouse layout for optimal space utilization and improved workflow efficiency.

STORE KEEPER | US POLO ASSN | JAN 2023 - JAN 2024

- Maintained accurate records of stock levels, receipts, and inventory movements using inventory management systems.
- Received, inspected, and documented incoming materials and supplies against purchase orders.
- Issued stock and materials to departments as per requisitions, ensuring timely delivery and proper documentation.
- Conducted regular physical inventory counts and reconciled with system records to prevent stock discrepancies.
- Ensured proper storage, labeling, and handling of goods to maintain quality and prevent damage or loss.

PERSONAL DETAILS

Date of birth

15 JAN 2002

Visa status

VISIT VISA

- Generated daily, weekly, and monthly stock reports using Microsoft Excel for management review.
- Coordinated with suppliers and procurement teams to track delivery timelines and resolve discrepancies.

LANGUAGES

ENGLISH

HINDI

MALAYALAM