



RESHMA MARIA PAUL

ENGINEERING BUSINESS PROFESSIONAL

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

Contact

📞 | +971 -526884789

✉ | reshmamaria49@gmail.com

Education

● *Master Business Administration (Operations)*

Federal business school ,Cochin
7.95

● *Bachelor of Technology (Information technology)*

Karunya University ,Coimbatore
8.65

Experience

● **Logistics Coordinator** **DRUGS INDIA , KERALA ,INDIA**

JULY 2023 - NOV 2024

- 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** **MEDMART PHARMA ,KERALA,INDIA**

APRIL 2021 - MAY 2022

- 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.

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'.