

Dear Hiring Manager,

I hope this message finds you well.

My name is Ishan Malik, and I'm reaching out to express my interest in potential opportunities within your organization. With a background in Supply Chain and hands-on experience in logistics management, I'm eager to explore how my skills may align with your current or future needs.

In my previous role at V Power Logistics, I oversaw shipment coordination, optimized delivery timelines, and led successful rate negotiations with carriers — resulting in improved efficiency and reduced costs. I place a strong emphasis on clear communication, ensuring timely issue resolution and high customer satisfaction.

Thank you for considering my candidature. I would welcome the opportunity to discuss how I can contribute to your team, and am available for a conversation at your convenience. I look forward to hearing from you.

Sincerely,

Ishan Malik

+971 56 984 1410

ISHAN MALIK

LOGISTICS & SUPPLY CHAIN PROFESSIONAL || DOB : 23 AUG, 2000

Detailed-oriented logistics professional with a proven track record in managing distribution networks and ensuring timely, cost-effective deliveries. Experienced in carrier coordination, shipment tracking, supply chain optimization, and data analysis. Adept at leveraging tools like MS Excel and Power BI to improve operational efficiency. Adaptable, team-focused, and committed to continuous improvement and strategic problem-solving.



CONTACT INFORMATION

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SKILLS & COMPETENCIES

- Strong verbal communication and negotiation skills to facilitate seamless operations.
- In-depth knowledge of freight activities, including OTR and drayage logistics.
- Expertise in time and work management to ensure efficiency and productivity.
- Proficiency in MS Excel and Power BI for data analysis and reporting.
- Strong problem-solving abilities to address logistical challenges effectively.
- Skilled in shipment coordination and load planning support.
- Experience in invoicing and shipping documentation for compliance and accuracy.
- Effective client relationship management to enhance customer satisfaction.
- Knowledge of international logistics and global freight regulations.

INTERESTS & PERSONAL DEVELOPMENT

- Passionate about weekend road trips as a way to explore new places and recharge creatively.
- Regular meditation practitioner, supporting mental clarity, focus, and emotional well-being.
- Culinary enthusiast with a love for discovering diverse cuisines and cultural food experiences.
- Practice reflective thinking through self-dialogue to refine ideas and enhance decision-making.
- Enjoy watching insightful series and documentaries to relax and broaden perspective.

WORK EXPERIENCE

LOGISTICS COORDINATOR

V Power Logistics, Delhi, India | May 2024 - April 2025

- Managed the onboarding process for carriers. Ensuring seamless coordination for rates and shipment documentation.
- Acted as a liaison between customers and carriers to facilitate delivery schedules and real-time shipment updates.
- Collaborated with customers to schedule and organize timely deliveries, ensuring smooth logistics operations.

DATA ANALYST INTERN & EXECUTIVE ASSISTANT

Natural Lifestyle, Delhi, India | OCT 2023 TO APRIL 2024

- Maintained and analyzed the database of Health Seekers to ensure accuracy and efficiency.
- Developed a relational model linking primary Health Seeker data with Camp Graduate records.
- Assisted the CEO in daily coordination with the - team and event management.
- Organized and oversaw the planning and execution of monthly Healthcare Camps

ACCOUNTS EXECUTIVE

TransJet Cargo Pvt. Ltd., Delhi, India | June 2022 - March 2023

- Oversaw the accounts payable process for carriers, ensuring accuracy and compliance.
- Prepared and submitted the monthly reports to the manager on pending payments.
- Provided customer support and handled inquiries efficiently.
- Ensured timely payments to carrier by adhering to deadlines.

FREIGHT DISPATCHER

Zood Transport Inc. | Remote (Rancho Cucamonga, CA, USA) AUGUST 2022 TO JUNE 2023

- Managed and assigned active orders to designated drivers, ensuring timely pickup and delivery of commodities.
- Oversaw proper documentation for the pickup and delivery process.
- Maintained accurate records of payment receipts from Factor Companies.

EDUCATION

- Bachelor's Of Technology (Information Technology) | IP University | Delhi, India | 2019 - 2023

SOFTWARE SKILLS

- MS EXCEL
- POWER BI
- GOOGLE WORKSPACE