

# SHIFNA SHARAFUDHEEN

Logistics and Administration Coordinator

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📍 Dubai, UAE



## EXPERIENCE

### Logistics and Administrative Coordinator

DTDC Express Limited

📅 09/2023 - 09/2024

📍 Kochi, Kerala

- Developed and maintained a database of logistics records, enhancing data accuracy and accessibility
- Managed invoice documentation processes
- Expertise in preparing and handling shipment necessary paperwork
- Handling administrative tasks such as filing, record-keeping, and maintaining communication with suppliers
- Conducted thorough inspections of medicines ensure quality and compliance
- Prepare LPO (Local Purchase Orders) to suppliers
- Prepare delivery notes and maintain related documentations

## EDUCATION

### Diploma in Logistics and Supply Chain Management

Transglobe Academy

📅 10/2023 - 03/2024

### Bachelor of Business Administration

University of Calicut

📅 2020 - 2023

- Graduated with First class

## PROJECTS

### A Correlative Study on Unemployment Rate with Economic Indicators

The study was focused on the experimental relationship between economic indicators such as inflation, GDP, stock market with unemployment rates of the Indian economy.

### A Study on Consumer's Attitude Towards Edible Oil

To identify the factors influencing consumers preference towards coconut oil and to study the consumer's level of satisfaction.

## SUMMARY

A diligent and motivated professional with one year of experience in administrative and logistics coordination. Skilled in managing office operations, and coordinating logistics processes to ensure smooth workflows. Proficient in handling documentation, database management, and communication with stakeholders. Committed to enhancing efficiency, adapting to new challenges, and contributing to the success of organizational operations in both administrative and supply chain functions.

## LANGUAGES

English	Native	● ● ● ● ●
Hindi	Proficient	● ● ● ● ●
Arabic	Beginner	● ● ● ● ●
Malayalam	Native	● ● ● ● ●

## SKILLS

Database Management

Logistics Coordination

Supply Chain Management

Invoice Processing

Shipping Documentation

Quality Inspection

Proficient in Microsoft Word      Excel

Powerpoint

## TRAINING / COURSES

Communicative English