



# DIVYA P BHASKARAN

## LOGISTIC COORDINATOR

### ABOUT ME

Experienced and reliable professional with over **2 years** of expertise in academic mentoring, office administration, and accounting. Proven ability to support students' academic growth, manage administrative tasks efficiently, and maintain accurate financial records. Adept at using office software and accounting tools, with strong communication, organizational, and problem-solving skills. Committed to delivering high-quality support in fast-paced environments with a friendly and professional approach.

### CONTACT

☎ +971558018228

✉ [divyapb91@gmail.com](mailto:divyapb91@gmail.com)

📍 Near DAFZA Metro Station

### EDUCATION

**MA in Journalism and Mass Communication | 2019**

Mamo College, Calicut University

**BA in Economics | 2014**

Providence Women's College, Calicut University

**Diploma in Computer Application DCA | 2014**

LBS Center for Science & Technology

### EXPERTISE

- Student Mentorship & Support
- Lesson Planning Assistance
- Academic Progress Monitoring
- Classroom Assistance
- Counseling & Motivation
- Office Administration
- Data Entry & Documentation
- Scheduling & Calendar Management
- File Organization & Record Keeping
- Bookkeeping & Ledger Maintenance
- Financial Reporting
- Accounts Payable/Receivable
- Bank Reconciliation
- Budgeting & Cost Control

### WORK EXPERIENCE

BEONE LOGISTICS LLC

Alqusais, Dubai-UAE

**LOGISTIC COORDINATOR**

Aug 2025-Oct 2025

KEY RESPONSIBILITIES

- Shipment & Transportation Coordination, Schedule and track the movement of goods, manage relationships with carriers, and ensure timely delivery of products.
- Supply Chain Monitoring, Oversee the entire supply chain, from procurement to final delivery, to ensure smooth and efficient operations
- Communication Act as a central point of contact, communicating with internal teams, customers, suppliers, and transport companies.
- Attention to Detail To ensure accuracy in documentation and compliance.
- Problem-Solving, to identify and resolve issues within the supply chain.

XYLEM LEARNING

**ACADEMIC MENTOR**

Feb 2024 - Feb 2025

KEY RESPONSIBILITIES

- Delivered personalized academic support to students, enhancing their understanding of core subjects.
- Developed and implemented tailored learning plans to address individual student needs.
- Monitored student progress and provided constructive feedback to foster academic growth.
- Organized and led student activities, clubs, and programs to encourage both academic and personal growth.

## LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

## COMPUTER PROFICIENCY

- MS Office
- Basic Operations
- Internet & E- Mail

## SKILLS

- Team Collaboration and Coordination
- Time Management
- Patience &Active Listening
- Problem-Solving
- Telephone Skills
- Strong Communication
- Positive Attitude

- Collaborated with teachers, parents, and counselors to address student concerns, resolve conflicts, and provide necessary interventions.
- Utilized Management Information Systems (MIS) and other educational software for efficient data tracking and reporting

MS ACADEMY

### OFFICE ASSISTANT AND ACCOUNTANT

Nov 2021-Apr 2023

#### KEY RESPONSIBILITIES

- Managed daily office operations, including scheduling, correspondence, and maintaining filing systems.
- Processed invoices, receipts and payments, ensuring accurate financial records.
- Assisted in preparing financial statements and reports for management review.
- Reconciled bank statements and managed petty cash transactions.
- Supported payroll processing and maintained employee records.
- Coordinated with vendors and suppliers for procurement and service agreements.

## VOLNTEER EXPERIENCE

INFORMATION & PUBLIC RELATIONS GOVERNMENT SECRETARIAT, TVM

### Editorial Assistant (Internship)

Feb 2020 - Mar 2020

DISTRICT INFORMATION OFFICE CIVIL STATION, CALICUT

### Information Assistant (Internship)

Mar 2019- Apr 2019

## PERSONAL STRENGTHS

- **Attention to Detail:** Ensuring accuracy in all administrative tasks.
- **Multitasking:** Managing multiple responsibilities simultaneously.
- **Communication Platforms:** Proficiency in email and phone systems.
- **Document Management Systems:** Experience with tools like SharePoint or Google Drive

## PERSONAL DOSSIER

Gender : Female  
Date of Birth : 15/07/1991  
Nationality : Indian  
Marital Status : Married  
Visa Status : Spouse Visa

## REFERENCE

Available upon request