

# HARSHAL MV

## LOGISTICS ASSISTANT

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📍 AL QUOZ Dubai,  
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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 MANAGMENT**  
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

MALAYALAM

HINDI