

# PADMAPRIYAC

## LOGISTICS COORDINATOR

### PROFILE SUMMARY

A capable logistics coordinator who is highly effective at strategically planning and managing logistics, warehouse operations and customer service solutions. Seeking a challenging and innovative position in a firm that will maximize the opportunities form to implement my skill se and knowledge as well as my capabilities in the best way possible so that I am able to enrich my skills and aid the development of the firm I work with.

### PROFESSIONAL EXPERIENCE

#### FX WORLD FOREX & TRAVEL SERVICES PVT LTD

##### **Accounts Assistant executive**

May 2024 - Aug 2024

- Processed accounts payable and receivable transactions, ensuring timely and accurate payments.
- Assisted in the preparation of financial reports, balance sheets, and income statements.
- Managed vendor invoices, resolving discrepancies and ensuring accurate documentation.
- Coordinated with the finance team to reconcile bank accounts and resolve variances.
- Provided support in preparing monthly, quarterly, and annual financial statements.
- Assisted with payroll processing and tax preparation, ensuring compliance with tax regulations.
- Supported the audit process by preparing relevant documents and providing necessary information.

#### RELIANCE RETAIL SMARTNET

##### **Logistics Coordinator & Commercial Admin**

April 2022 - May 2024

- Oversee inventory control, ensuring accurate stock levels, timely restocking, and organization of inventory-based orders.
- Communicate with riders and delivery teams to ensure accurate and timely order deliveries.
- Manage customer complaints, providing prompt and effective solutions to ensure customer satisfaction.
- Prepare shipping documents and track orders to ensure on-time deliveries and order accuracy.
- Handle backend office tasks, including settlements, clearances, and managing data in spreadsheets.
- Maintain detailed records of sales, shipments, and financial transactions to ensure proper accounting.
- Develop and implement procurement policies to maintain a consistent flow of inventory.
- Collaborate with cross-functional teams to plan and execute shipments based on product availability and customer requests.
- Perform quality checks on products before shipment to ensure compliance with company standards.



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Al Karama, Dubai

### ACADEMIC PROFIE

- Professional Diploma in Logistics and supply chain Management - 2022
- Bsc. Mathematics - University Of Calicut - 2018 - 2021
- Higher Secondary School - 2016-2018
- SSLC - 2016

### PROFESSIONAL SKILLS

- SAP Software handling
- Flexibility and confidence
- Self Development and learning
- Confidence and demeanor
- Leadership qualities
- Professional attitudes

### AREA OF EXPERTISE

- Warehouse and supply chain
- Time and team management
- Customer Relation and Marketing

### IT SKILLS

- Ms Word
- Excel
- SAP

### LANGUAGES

- English - Proficient
- Malayalam - Native
- Hindi and Tamil - Manageable

### PERSONAL INFORMATION

- DOB - 23/03/2001
- Nationality - Indian
- Marital status - Single
- Passport No - X7216865
- Visa status - Tourist Visa