

HANEEN MUHAMMED

Logistics & Supply Chain Management Professional

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PROFESSIONAL SUMMARY

Detail-oriented and results-driven Logistics and Supply Chain Management professional with over 3 years of experience in inventory management, logistics coordination, and customer service. Skilled in managing global inventory, optimizing supply chain processes, and ensuring timely delivery of goods. Proficient in SAP, Microsoft Office Suite, and data analysis. Strong problem-solving and communication skills with a proven ability to manage complex logistics operations efficiently.

CORE COMPETENCIES

- Inventory Management
- Logistics Coordination
- Supply Chain Optimization
- Data Analysis & Reporting
- Customer Service & Communication
- SAP & Microsoft Office Suite
- Problem Solving & Time Management

PROFESSIONAL EXPERIENCE

Global Inventory Administrator

Hemmersbach India Pvt. Ltd., Bangalore

01/2024 – Present

- Perform global stock checks and monitor warehouse KPIs to ensure inventory accuracy.
- Create detailed reports, tables, and analyses in Excel to track stock values and identify discrepancies.
- Prepare documentation and provide support to internal teams and external auditors.
- Communicate with SCM teams and warehouses worldwide to resolve inventory issues.
- Support internal customers in warehouse logistics and ensure smooth operations.

Logistics Executive

LED World Lighting Solutions, Calicut

03/2021 – 04/2022

- Managed bulk orders for dispatch, ensuring timely delivery and proper documentation.
- Oversaw the entire order-to-delivery process, including shipping, invoicing, and tracking.
- Responded to customer inquiries regarding order cancellations, tracking, and delays.
- Maintained customer accounts and communicated with warehouses to check stock availability.
- Led the sales cycle, including client initiation, demo presentations, and business negotiations.

EDUCATION

PG Diploma in Logistics & Supply Chain Management

IMS Cochin Institute of Logistics & SCM
2022 – 2023

Bachelor of Commerce

Capital University
2019 – 2022

Higher Secondary Education (Commerce)

Govt. Kuttichira Educational School
2016 – 2018

TECHNICAL SKILLS

- Software: SAP, Microsoft Excel, Word, PowerPoint, Outlook, Teams
 - Documentation: Inventory reports, shipping documentation, customer records
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CERTIFICATIONS

- Certified in Logistics & SCM (CILT) – IMS Cochin Institute of Logistics & SCM
 - Certified in SAP Office Course – IMS Cochin Institute of Logistics & SCM
 - Certified in Employability Program – IMS Cochin Institute of Logistics & SCM
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LANGUAGES

- English (Fluent)
 - Hindi (Fluent)
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SOFT SKILLS

- Effective Communication
 - Adaptability
 - Time Management
 - Analytical Thinking
 - Teamwork
 - Problem Solving
 - Distribution Management
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DECLARATION

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

Date:

Place: