



ARUN SREEKANTH

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Al Qusais, UAE 500001

Permit: KL13 20180012723

Skills

- Supply chain coordination
- Microsoft Office
- LibreOffice
- SAP
- RMA documentation
- Effective communication
- Resolving logistics issues

Education

01/2021

Transglobe Academy Calicut

Diploma: Logistics and Supply Chain

Management

GPA: 70%

01/2017

GRFT VHSS Kannur

Higher Secondary Education: Marine

Technology

GPA: 60%

Languages

English

Fluent

Hindi

Fluent

Malayalam

Native

Tamil

Intermediate

Professional summary

Accomplished logistics professional with expertise in supply chain coordination, inventory tracking, and shipment scheduling. Proficient in transportation management and adept at using Microsoft Office, LibreOffice, SAP, and Matrix Portal to enhance logistics reporting and resolve issues efficiently. Demonstrates strong skills in RMA documentation and improving process efficiency while being adaptable to new tools and technologies. Committed to leveraging effective communication to drive operational excellence and support organizational goals.

Work history

09/2022 - 01/2025

Uniserved Tech Solutions | Bangalore, India

RMA Team Lead

- Oversaw Return Merchandise Authorization (RMA) process, including documentation, logistics coordination, and inspection of returned items
- Implemented quality control measures leading to significant error reduction and increase KPI by 10%.
- Implemented quality control measures leading to significant error reduction.

01/2021 - 01/2022

OM Logistics Limited | Chennai, India

Logistics Coordinator

- Managed end-to-end movement of goods and services within supply chain, ensuring timely delivery and cost efficiency.
- Ensured timely delivery by coordinating with transportation and warehouse teams.
- Overcame logistical challenges by creating innovative solutions.

Personal Information

- Date of birth: 04/02/99
- Gender: Male
- Nationality: Indian
- Marital status: Single

References

References available upon request.