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Dubai- United Arab Emirates



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EDUCATION

Bachelor of Business Administration:
Aviation and Logistics
Yenepoya University,
Mangalore - India,
November 2019

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

ADDITIONAL SKILLS

- Basic Computer Skills
- MS Office

AMALDEV DAMODHARAN

PROFESSIONAL SUMMARY

Driven Logistics Sales Coordinator with a proven track record at H&C BOOKS, adept in logistics expertise and exceptional interpersonal communication. Enhanced customer base and exceeded sales quotas by over 20%, leveraging data analytics and relationship-building. Excelled in a fast-paced environment, demonstrating adaptability, teamwork, and a commitment to continuous improvement.

SKILLS

- Logistics expertise
- Operations Management
- Sales Reporting
- Inventory Management
- Shipping and Receiving Oversight
- Data Analytics
- Reliability
- Active Listening
- Continuous Improvement
- Adaptability and Flexibility
- Analytical Thinking
- Teamwork and Collaboration
- Excellent Communication
- Multitasking Abilities

WORK HISTORY

November 2023 – June 2024

H&C Books-Kasargod- Kerala -Logistics Coordinator

- Tracked orders and notified customers of status or potential delays.
- Verified quantity and description of materials received by checking merchandise against packing list.
- Engaged in product training, demonstrations, consumer awareness, branding, and acquisition initiatives to raise awareness and revenues.
- Compiled and analyzed data to determine approaches to improve sales and performance.
- Exceeded sales quotas and increased profitability through effective sales strategy and business planning.
- Built relationships with customers and community to establish long-term business growth.

December 2022 - October 2023

Aiwa Shipping and Logistics-Cochin-Kerala – Logistics Associate

- Tracked orders and notified customers of status or potential delays.

PASSPORT DETAILS

Passport Number: W6054657

Issue Date: 11/11/2022

Expiry Date: 10/11/2032

- Verified quantity and description of materials received by checking merchandise against packing list.
 - Verified documentation and condition of freight to assure quality standards were achieved.
 - Shipped material and performed boxing, packing, labeling, and preparation of related documents.
 - Maintained clean, orderly work environment free of hazards.
 - Assisted in receiving, stocking and distribution of merchandise.
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PERSONAL INFORMATION

- Title: Logistics Associate-Logistics Coordinator
 - Date of Birth: 28/04/2001
 - Nationality: Indian
 - Marital status: Single
 - Gender: Male
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HOBBIES AND INTERESTS

- Photography
- Football
- Driving
- Reading

DECLARATION

“I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.”

Amaldev Damodharan