MELANIE JOSVY FERNANDES

 Farwaniya , Kuwait

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🚀 Skills

Strong work Ethic

Honesty and Integrity

Learning Agility

Computer Skills

♥ Interests

Graphic designing

Traveling

Cooking

👤 Personal Details

Date of Birth	:	29/01/1999
Nationality	:	Indian
Gender	:	Female
Place of Birth	:	Kuwait

⊕ Objective

I am seeking an opportunity where I can leverage my skills and knowledge to contribute to the success of the company.while also enhancing my overall career growth. I am passionate about being part of a team that encourages innovation and fosters professional development

🎓 Education

Indian Central school ,Kuwait / CBSE Board *2014*
10th Grade

Indian Central school ,Kuwait / CBSE Board *2016*
12th Grade

Rosary College of Commerce And Arts ,Goa, India
Bachelor of Computer Applications *2019*

💼 Experience

Victory Arch Group *June,2020*
Internship -
Victory Arch has been providing one-stop *June,2020*
integrated IT solution where I gained complete knowledge and Complete workflows of the company.

- Type correspondence, reports, text, and other written material from rough drafts.

Transcrate International Logistics   *June,*
3PL & E-commerce Warehouse   *2021 -*
Management Officer   *Present*

Job profile:

Responsible for all the configuration of the data through the Warehouse Management System (WMS) In E-commerce Warehouse

Inbound Process:

- Creation & Updation in Item Master in WMS,while receiving the packing list,Bill of materials Details from the customer .

- Preparation of the ASN detail and submit it to the Supervisor in the Operation-Scheduling all the appointments for goods to come in the warehouse.

- Receiving the goods from the system and cross check with Receipt Confirmation Report from the Reports generated through the system and forward the same to the customer Sending Confirmation.

- Analyze customer returns Data. Creating Inbound for Good & Damage Returns Receiving, Inspection of Returned Items which coordinates with the customer to make the changes for fulfillment of the orders.

Outbound Process:

- Creating a Shipment Orders for the Outbound Process.

- Generate the Order Pick list based on customer's request & assign Warehouseman for picking and Monitor picking process.

- Cross check the Quantity and match the quantities picked with the pick list.

- Responsible for checking with stock availability and Reporting all queries to customers support via Zendesk, Freshdesk WhatsApp & Emails.

- Fulfilling the daily orders manually on system once the orders picking process is completed

- Generate Air way bills Created DHL & Aramex AWBs in order to dispatch the orders to the fulfilment drivers

- Shipping out complete orders from the system once the orders are fulfilled.

- Checking and Maintaining all Customer files & Documentation.

- Generate stock reports ,Location Inventory reports and delivery notes

- Experience in using E-commerce websites : WordPress, Shopify, Mnasati,.

- Handling Multiple companies requirements of E-commerce Inbound & Outbound- Mama's First,Nouf, Seoul Kool, The Curl Nation, KANA(Number C), Inah Products, Mellow, Health Collective)

- Basic Knowledge Monthly Billing of customer storage & distribution charge.

✔ VISA STATUS

Visa - 18

🌐 LANGUAGE

English

Hindi

Konkani

⚗ Projects

University Project

Website : Web based Organ Donation Management System

⚹ SOFTWARES

Excellent in Ms Office Word ,Excel &PowerPoint

Adobe Photoshop

Corel draw

Google Sketch Up

⊡ TECHNICAL LANGUAGES

Literate in Basic Programming Languages Concepts - C#, Java & HTML

Database Management - MySql