



# Silica Jain

Supply Chain  
UAE

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Analytical and results-oriented Supply Chain & Logistics professional with proven experience in managing over 350+ orders, coordinating international shipments, and improving data accuracy. Certified in Construction project Management with hands on exposure to vendor coordination and timeline execution.

## Experience

Canon, United Arab Emirates

July 2024 - October 2024

Supply Planning / CCNA Operations

- Supported regional supply chain planning by coordinating order fulfillment and export operations across the EMEA region, including Central and North African countries such as Kenya, Nigeria, Algeria, Ghana, and Egypt. Managed drop shipments and spare part logistics from the Netherlands to these markets, ensuring compliance and timely delivery.
- Conducted data accuracy checks and SAP reporting to streamline inventory and demand planning workflows.
- Facilitated the planning and execution of export documentation for shipments to Spain and UAE, with DPL (Denied Persons List) screening to ensure trade compliance.
- Reduced CO (Change Order) issues by 20% and manual booking, reducing order discrepancies and improving on-time delivery metrics.
- Monitored KPIs across supply planning activities and proposed enhancements to minimize bottlenecks and lead time issues.
- Collaborated with warehouse teams to optimize picking and order transmission accuracy through SAP-driven processes.
- Participated in 10+ software testing scenarios during DRONE implementation; created training material for internal onboarding.

BYYU Gift Trading LLC, United Arab Emirates

March 2024- May 2024

Order Processing Intern

- Managed over 200+ order entries, maintaining 99% data accuracy across the system.
- Reduced customer response time by 30% by streamlining communication with sales and logistics.
- Analyzed order data to identify patterns and eliminated bottlenecks, improving average fulfillment time by 18%.
- Assisted in administrative reporting tasks that increased cross-functional visibility by 25%.

Interior Company by Square Yards, United Arab Emirates

June 2024- July 2024

Sales and Design Co-ordinator - Internship

- Developing and maintaining strong relationships with clients, understanding their needs and ensuring a high level of customer satisfaction.
- Identify, evaluate, onboard, and establish relationships with suppliers and vendors for materials, furnishings, and services.
- Handled vendor onboarding for 15+ suppliers, negotiating terms that reduced procurement costs by 10% and monitoring performance.

Apex Insurance Consultants Ltd, India

May 2022 - Nov 2022

Operations and Sales Co-ordinator

- Managed CRM database of over 1,000+ clients, contributing to 20% improvement in retention.
- Supported backend sales for 50+ agents, enabling timely processing of deals and applications.
- Introduced workflow streamlining suggestions that boosted processing speed by 15% across departments guaranteeing compliance with deadlines and goals.
- Developed tracking templates that improved reporting efficiency by 25%.

## Core Competencies

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Technical Tools: SAP ERP, Excel (VLOOKUP, PivotTables), PowerPoint, CRM Systems

Key Functions: Demand & Supply Planning, Inventory Control, Procurement, Vendor Management, KPI Analysis, International Shipping, Order Processing, Compliance, Construction Project Management

Soft Skills: Data-Driven Decision Making, Team Leadership, Time Management, Stakeholder Communication, Process Optimization

## Education

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### Master of Supply Chain and Logistics Management

2023 - 2024

University of Wollongong Dubai

GPA 3.5

Supply Chain Strategy and Design, Logistics and Transportation Management, Analytics (SAP), Procurement Management, Inventory Management, Operation Management, Project Management

Research : “From Paperwork to Paperwork: Streamlining Pharmaceutical Procurement with Blockchain”

### Bachelors in Management Studies

2019 – 2022

Jagran Lakecity University India

CGPA 7.1/ GPA 3.2

Specialization: Operations Management, Retail Marketing

Completed 6+ projects on operations optimization and marketing strategy.

## Projects

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### Comprehensive Construction Project Management -

Certification Course

Udemy| Completed 2025

- Gained hands-on knowledge of the entire construction project lifecycle from initiation to closure.
- Created and analyzed project schedules using Work Breakdown Structures (WBS) and the Critical Path Method (CPM).
- Estimated project budgets, managed cost tracking, and applied progress benchmarks to ensure timely delivery.
- Studied and interpreted construction contract documents to support procurement and compliance.
- Applied risk management techniques and implemented safety and quality standards in line with UAE regulations.
- Coordinated stakeholders and subcontractors, enhancing communication, resource allocation, and site execution.
- Applied QA/QC and HSE practices to maintain work quality, safety, and project efficiency.

## Certifications

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- Six Sigma : Green Belt
- SAP ERP Essential Training
- Strategic Sourcing of Suppliers
- Process Enhancement: Suppliers & Contract Managemnt