


# SHEHIN.MP

Operation Management | Logistics Coordinator | Logistics Assistant

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 Nationality - Indian



## SUMMARY

A dedicated fresh graduate with a proven track record in managing operations and logistics, I excel in coordinating and optimizing supply chain activities to drive efficiency and reduce costs. With a strong focus on streamlining processes, I ensure smooth and timely execution of all logistical functions, from transportation management to inventory oversight. By leveraging data and analytics, I continuously identify areas for improvement, enhancing overall performance and supporting organizational goals. My ability to work cross-functionally and manage multiple priorities ensures the seamless flow of operations and fosters strong relationships with both internal teams and external partners.

## EDUCATION

### B.com Logistics and Supply Chain Management

Sep 2021 - Jul 2024

Acharya Bangalore Business school

- Logistics and supply chain inventory, transportation, procurement, and global trade. It focuses on network design, demand forecasting, risk management, sustainability, and customer service. Key areas include strategic planning, ecommerce logistics, lean operations, and performance metrics.

## CERTIFICATIONS

### Integrated Transport Shipping Business

2022 - 2023

Nextstep Logistics Management Pvt Ltd

## PROJECTS

### Kerala Roadways

Mar 2024 - Apr 2024

Logistics Coordinator

- Coordinated shipping requests for expedited delivery and documented accurately to achieve correct billing.
- Tracked orders and notified customers of status or potential delays. Coordinated with suppliers to ensure timely delivery of goods, minimizing stockouts.
- Developed relationships with key vendors, securing preferential treatment in pricing and terms negotiation.

### Next step logistics pvt ltd

Mar 2022 - Apr 2023

Logistics operation

- For both FTL and LTL, maintaining clear communication with customers about shipment status, pricing, and any issues is crucial.
- Resolving logistical challenges, such as delays, damages, or miscommunication, to maintain smooth operations.

## SKILLS

### CORE COMPETENCIES:

- Supply chain management
- Inventory management
- Transportation coordination
- Problem-solving
- Time management
- Negotiation skills
- Analytical skills
- Multitasking ability
- Customer service orientation

### Technical Skills :

- Basic inventory management
- Data entry and record keeping
- Communication skills
- Organizational skills
- Customer service
- Proficiency in Microsoft Office (Excel, Word)
- Knowledge of transportation and warehousing

### LANGUAGES :

- English (fluent)
- Malayalam (fluent)
- Hindi (intermediate)
- Tamil (intermediate)