

BHAVINI GODHAWALA

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Visa Status: Tourist Visa ~ **Visa Validity:** 26th March 2025 ~ **Joining Period:** Immediate

Logistics Operations

Offering a sterling experience of 8+ years with organizations of repute including interaction exposure.

- ⇒ A goal-oriented professional having the drive and ability to work with all levels of an organization.
- ⇒ Looking for an opportunity to develop my career where I can utilize my knowledge and training skills for the better growth of the company.
- ⇒ Build a challenging career in an industry that will fully exploit my skills. I want to emerge as a successful, true professional through my “Can Do” attitude, hard work, confident personality, high motivation & always willing to work.
- ⇒ To contribute for the company's growth with my interpersonal skills and subject knowledge.

Areas of Expertise include

Data Management ➤ Order Processing Lead Generation ➤ Cross-Functional Collaboration ➤ Problem Solving

PROFESSIONAL EXPERIENCE

Accomplishments:

Head of Logistics and Operations (Jan 2022 – Dec 2024)

- ⇒ Monitored stock levels & ensured optimal inventory to meet demand while minimizing excess or shortages.
- ⇒ Coordinated the receipt, storage & distribution of goods to ensure timely & **accurate deliveries**.
- ⇒ **Managed transportation schedules**, negotiated with freight carriers & optimized routes to reduce costs & delivery times.
- ⇒ Collaborated with suppliers & vendors to **streamline procurement** and restocking processes.
- ⇒ **Data Management:** Used inventory software & tools to track stock levels, order history & supply chain metrics.
- ⇒ **Problem Solving:** Addressed issues such as delays, damaged goods, or stock shortages with quick, effective solutions.

Logistics and Inventory Associate (June 2016 – Sep 2018)

- ⇒ **Client Relationship Management:** Built & nurtured long-term relationships with key clients & stakeholders to foster trust & drive repeat business.
- ⇒ Formulated & implemented sales strategies to achieve revenue & profitability goals while aligning the company's vision & market position.
- ⇒ **Streamlined logistics, inventory & supply chain processes** to ensure timely delivery & minimize costs.
- ⇒ Coordinated with suppliers & distributors to maintain quality standards & ensure competitive pricing.
- ⇒ Worked closely with marketing, finance & product teams to ensure alignment & cohesive execution of business goals.
- ⇒ **Monitored market trends**, competitor activities & customer needs to identify opportunities and risks & adjust strategies accordingly.
- ⇒ Developed and **maintained strong relationships with key stakeholders**, including suppliers, customers, and transportation partners.
- ⇒ **Proactively identified and resolved logistics issues**, ensuring smooth and efficient operations.

Sales Associate (June 2016 – Sep 2018)

- ⇒ Gained in-depth knowledge of Dodia Electricals' product range to effectively educate & guide customers in their purchasing decisions.

- ⇒ **Order Processing:** Managed the end-to-end sales process, including quotations, negotiations & order placement, to ensure client satisfaction.
- ⇒ **Lead Generation:** Actively seek out new clients through networking, cold calling & other prospecting techniques
- ⇒ **Cross-Functional Collaboration:** Worked closely with the operations & logistics teams to ensure timely delivery & fulfillment of orders.
- ⇒ **After-Sales Service:** Ensured customer satisfaction through prompt issue resolution & follow-ups.
- ⇒ Ensured **compliance** with local and international shipping regulations.
- ⇒ Oversee the management of **warehouse operations** and inventory control.

PROFILE & PERIOD

Company / Firm	Profile	Period
Dodia Electricals, Mumbai, India (A leading firm in Industrial Switchgear and Automation)	Head of Logistics and Operations	Jan 2022 to Dec 2024
	Logistics & Inventory Associate	Oct 2018 to Dec 2021
	Sales Associate	June 2016 till Sep 2018

ACADEMICS

Education:	Year of Passing
⇒ Masters of Commerce (M. Com) , Sydenham College of Commerce & Economics, Mumbai University	2016
⇒ Bachelors of Commerce (B. Com) , K. P. B. Hinduja College of Commerce, Mumbai University	2014
⇒ H.S.C. , S. N. D. T, Women's University, Mumbai, Maharashtra State Board	2011
⇒ S.S.C. , Chandaramji High School, Mumbai, Maharashtra State Board	2009

Skills:

- ⇒ Logistics Management
- ⇒ Supply Chain Optimization
- ⇒ Warehouse Operations
- ⇒ Transportation Management
- ⇒ Inventory Control
- ⇒ Project Management
- ⇒ Team Leadership
- ⇒ Negotiation
- ⇒ Problem-Solving
- ⇒ Communication (written and verbal)

Computer Proficiency:

Operating Systems: Windows 2003 to Windows 11

- ⇒ Office Suites involving Word Processors, Spreadsheet, Presentation & E-mail Managers.
- ⇒ Other Basic Applications & Internet Surfing.

Languages Known: English, Hindi, Gujarati & Marathi

Nationality: Indian ~ **Marital Status:** Married ~ **Hometown:** Mumbai

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