



# ALAN MATHEW

**Nationality:** Indian **Date of birth:** 29/04/1999 **Gender:** Male

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Kottayam (India)

## ABOUT ME

Dynamic Logistics Coordinator with a drive for tackling goals and achieving success. Bringing forth the ability to lead and collaborate, with a substantial knowledge about supply chains and logistics networks. Committed to optimizing and coordinating processes, and experienced in troubleshooting and overcoming challenges.

## WORK EXPERIENCE

### Event assistant

**Gulf Warehousing Company** [ 10/08/2022 – 01/01/2023 ]

City: Doha | Country: Qatar

- Worked as an event assistant in FIFA World Cup.

### LOGISTIC COORDINATOR

**Mak Sales Corporation** [ 05/03/2023 – 20/09/2024 ]

City: Cochin | Country: India

- Experienced Logistics Coordinator with 1+ years managing transportation, distribution, and storage operations for optimal efficiency, timely deliveries, and cost-effectiveness.

### PURCHASE ASSISTANT

**Mak sales Corporation** [ 05/03/2023 – 20/09/2024 ]

City: Cochin | Country: India

-Developed and implemented purchasing instructions to streamline procurement

## EDUCATION AND TRAINING

### DIPLOMA IN LOGISTICS AND SUPPLYCHAIN CILT Lvl 6

**IMS** [ 05/03/2021 – 10/05/2022 ]

City: Cochin | Country: India | Website: <https://tr.ee/TfKcACoE30> | Level in EQF: EQF level 6

### BA PHILOSOPHY

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY** [ 01/06/2019 – 05/05/2021 ]

City: Bhopal | Country: India | Website: <http://www.ignou.ac.in> | Level in EQF: EQF level 3

### SECONDARY EDUCATION

**St. Mary's Higher Secondary School** [ 01/06/2016 – 01/05/2017 ]

City: Bharananganam | Country: India | Website: <https://g.co/kgs/vhKJWFy> | Level in EQF: EQF level 6

## SKILLS

## **Key Skills**

- \*Microsoft Word
- \*Microsoft Powerpoint
- \*Microsoft Excel
- \*Tally Prime (Basic)
  - Procurement
  - Inventory
  - Warehousing
  - Transportation
  - Shipping
  - Import Documentation
  - Customs

## **Personal Skills**

- Problem Solving
- Time Management
- Leadership
- Communication
- Creativity

## **LANGUAGE SKILLS**

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**Mother tongue(s):** Malayalam

**Other language(s):**

**English**

**LISTENING A1 READING A1 WRITING A1**

**SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2**

**Hindi**

**LISTENING A2 READING A2 WRITING A2**

**SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2**

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## **SELF DECLARATION**

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### **Declaration**

I hereby declare that the information given above is true to the best of my knowledge. I will make it my earnest endeavor to discharge competently and carefully the duties you entrust upon me.

Kerala, India, 21/07/2024