



# ARUN SREEKANTH

+971 563303401 | arunsreekanth4@gmail.com  
Al Qusais, UAE 500001  
**Permit:** KL13 20180012723

## Skills

- Supply chain coordination
- Microsoft Office
- LibreOffice
- SAP
- RMA documentation
- Effective communication
- Resolving logistics issues

## Education

01/2021  
**Transglobe Academy Calicut**  
Diploma: Logistics and Supply Chain Management  
GPA: 70%

01/2017  
**GRFT VHSS Kannur**  
Higher Secondary Education: Marine Technology  
GPA: 60%

## Languages

### English

Fluent

### Hindi

Fluent

### Malayalam

Native

### Tamil

Intermediate

## Professional summary

Accomplished logistics professional with expertise in supply chain coordination, inventory tracking, and shipment scheduling. Proficient in transportation management and adept at using Microsoft Office, LibreOffice, SAP, and Matrix Portal to enhance logistics reporting and resolve issues efficiently. Demonstrates strong skills in RMA documentation and improving process efficiency while being adaptable to new tools and technologies. Committed to leveraging effective communication to drive operational excellence and support organizational goals.

## Work history

09/2022 - 01/2025  
**Uniserved Tech Solutions** | Bangalore, India  
RMA Team Lead

- Oversaw Return Merchandise Authorization (RMA) process, including documentation, logistics coordination, and inspection of returned items
- Implemented quality control measures leading to significant error reduction and increase KPI by 10%.
- Implemented quality control measures leading to significant error reduction.

01/2021 - 01/2022  
**OM Logistics Limited** | Chennai, India  
Logistics Coordinator

- Managed end-to-end movement of goods and services within supply chain, ensuring timely delivery and cost efficiency.
- Ensured timely delivery by coordinating with transportation and warehouse teams.
- Overcame logistical challenges by creating innovative solutions.

## Personal Information

- Date of birth: 04/02/99
- Gender: Male
- Nationality: Indian
- Marital status: Single

## References

References available upon request.