



# DESHNAMOORTHY

## LOGISTIC COORDINATOR CUM WAREHOUSE MANAGER

### CONTACT

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moorthy

Visa: Employment Visa

Driving License: Dubai

### EDUCATION

DIRECTORATE OF TECHNICAL  
EDUCATION (DOTE), CHENNAI

2019-2021

- Diploma in Mechanical Engineering

### SKILLS

- ZOHO BOOKS
- Stock and Inventory control
- Basic accounting and billing skills
- Strong communication (verbal and email)
- Customer service and persuasive selling ability Computer literacy (Excel, CRM, billing systems)
- Invoices and Payment Follow-up
- Expertise in planning, scheduling, and coordinating the efficient transportation of goods
- Skilled in streamlining supply chain processes to reduce costs and improve efficiency
- Strong troubleshooting skills to resolve supply chain bottlenecks and operational delays

### PROFILE

Customer-focused Logistic Coordinator cum warehouse Manager with over 3 years of experience in the Air Conditioning and HVAC retail sector. Proven ability to manage day-to-day store operations, coordinate sales processes, handle inventory control, and deliver exceptional customer service. Skilled in product demonstrations, billing, team supervision, and order fulfillment from sale to installation. Adept at using tools like Zoho Books and MS Excel to manage inventory, sales reporting, Invoicing, LPO creating.

### WORK EXPERIENCE

#### • AURA COOL AIR-CONDITION TRADING CO. L.L.C 2022 - PRESENT

##### Logistic Coordinator cum Store Manager

- Coordinated daily logistics operations including inbound and outbound transportation for HVAC units, spare parts, and ducting materials.
- Coordinated quotations, pricing, promotional offers, and client-specific discounts.
- Track damaged/returned items and warranty replacements.
- Prepared and managed invoices, quotations, delivery notes, and follow-up documentation using CRM and showroom billing software.
- Oversaw loading/unloading and proper storage of AC compressors, chillers, AHUs, FCUs, ducting coils, and refrigeration units.
- Liaised with suppliers and transport companies to schedule deliveries in accordance with HVAC project timelines.
- Implemented space optimization and racking strategies that increased warehouse storage capacity by 20%.
- Handled shipping documentation, customs clearance coordination, and delivery tracking for imported HVAC equipment.

### LANGUAGES

- English
- Hindi
- Tamil
- Malayalam