

# Mohan Govindasamy

## Logistics Assistant/ Executive

I am an accomplished logistics professional with over 8 years of experience in optimizing supply chain operations, managing inventory systems, and coordinating domestic and international shipments. My track record includes integrating cost-saving strategies, implementing advanced tracking systems, and ensuring regulatory compliance across diverse logistics environments. I excel at vendor negotiations, cross-functional team leadership, and analyzing performance metrics to drive continuous improvements in operational efficiency. My background features a Post Graduate Diploma in Retail and Supply Chain Management and a Bachelor's in Business Administration, highlighting my commitment to ongoing professional development. Proficient in various logistics software, Tally ERP-9, and Microsoft Office Suite, I adapt quickly to evolving market demands. I am now poised to contribute my expertise to organizations that value innovation, collaboration, and strategic growth.



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## SKILLS

- Logistics Management
- Inventory Management
- Supply Chain Optimization
- Client Relations
- Order Processing
- Transportation Handling
- International Shipping
- Packaging and Labeling
- Regulatory Compliance
- Documentation
- Shipment Tracking
- Problem Resolution
- Performance Analysis
- Warehouse Management
- Workflow Management
- Procurement
- Operations Planning
- Freight Forwarding
- Communication
- Strategic Sourcing
- Team Leadership

## WORK EXPERIENCE

### Logistics Executive

Make Easy Logistics

10/2023 - 11/2024

Karur, India

#### Achievements/Tasks

- Directed daily logistics operations, ensuring seamless workflows and timely processing of inventory and shipments.
- Designed and executed efficient inventory systems, minimizing costs and enhancing operational profitability significantly.
- Implemented advanced shipment tracking systems to optimize order processing and improve delivery accuracy.
- Coordinated with international shipping partners to comply with global customs regulations and company policies.
- Managed team performance by promoting adherence to procedures, improving overall efficiency and productivity metrics.
- Identified inefficiencies in supply chain workflows, providing actionable recommendations to streamline logistics operations.
- Ensured accurate financial documentation by preparing and verifying invoices in alignment with company standards.
- Analyzed key performance metrics, driving consistent improvements in logistics delivery timelines and customer satisfaction.
- Negotiated with vendors to secure cost-effective contracts that aligned with operational and financial objectives.

### Relationship Manager

Bajaj Allianz General Insurance Company Ltd,

02/2021 - 03/2022

Karur, India

#### Achievements/Tasks

- Developed comprehensive client reports to provide actionable insights for Karur Vysya Bank branch managers.
- Educated clients on new insurance products, achieving business growth through tailored sales strategies.
- Implemented corporate policies and ensured compliance with relevant insurance regulations and company guidelines.
- Issued new insurance policies efficiently, maintaining accuracy and ensuring seamless customer onboarding processes.
- Built strong client relationships by addressing customer needs and providing personalized insurance solutions.
- Evaluated market trends and competitor strategies to recommend innovative improvements to product offerings.
- Conducted regular performance reviews to align operational strategies with organizational goals and client expectations.

## WORK EXPERIENCE

### **Senior Sales Executive**

Map Rotoprints

06/2014 - 01/2021

Achievements/Tasks

- Represented the company at trade exhibitions and fairs, significantly increasing brand visibility and presence.
- Launched and distributed innovative products, driving market penetration and achieving revenue growth objectives.
- Maintained customer relationships by offering personalized solutions and ensuring consistent communication channels.
- Negotiated contract terms effectively, closing sales deals that boosted profitability and customer satisfaction.
- Conducted comprehensive market research, identifying emerging trends and adapting strategies to meet market demands.
- Addressed customer objections tactfully, using persuasive techniques to facilitate successful product sales.
- Created detailed sales reports and shared insights to inform strategic decision-making within the sales department.
- Collaborated with cross-functional teams to ensure product delivery timelines and meet customer expectations.
- Established new client accounts, expanding the customer base and increasing business opportunities for the company.
- Trained junior sales executives, equipping them with skills and knowledge to enhance overall team performance.

Karur, India

## EDUCATION

### **Post Graduate Diploma in Retail and Supply Chain Management**

BITC, Singapore (11/2023)

### **Bachelor of Business Administration**

Sri Balamurugan Arts and Science College, India (04/2009 – 11/2014)

## TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint & Outlook)

Tally ERP-9 (Basic)

Logistics Management Software

## LANGUAGES

English



Tamil



Kannada



Telugu



Malayalam



## REFERENCES

Available upon request.