



ALAN T GEORGE

PROFILE SUMMARY

A capable logistics coordinator who is highly effective at strategically planning and managing logistics, warehouse operations and customer service solutions. Seeking a challenging and innovative position in a firm that will maximize the opportunities form to implement my skill set and knowledge as well as use my capabilities in the best way possible so that I am able to enrich my skills and aid the development of the firm I work with.

CONTACT DETAILS

Mobile : 9207476059

Email Id: alantgeorge777@gmail.com

Address:Thenammakal(H)

Upputhara P.O Upputhara-685505

COMPUTER PROFICIENCY

- Basic Knowledge
- MS word
- Excel
- SAP
- Typing

AREA OF EXPERTISE

- Warehousing
- Supply Chain
- Time and Team management

LINGUISTIC PROFICIENCY

- English : Proficient
- Malayalam : Native
- Hindi & Tamil : Manageable

ACADEMIC CREDENTIALS

- **Post Graduate Diploma in Logistics and Supply Chain Excellence – CILT**
Chartered Institute of logistics and transportation in the UK (2023)
- **B.COM in Finance and Taxation - MGU**
Mahatma Gandhi University Kottayam (2022)
- **Plus Two – Commerce**
St.Philomena's HSS Upputhara Idukki (2017-2019)
- **SSLC**
St.Philomena's HS Upputhara Idukki (2017)

ACADEMIC PROJECTS

- A study on the perspective of youth towards google pay app during Covid pandemic period

PERSONAL SKILLS

- SAP Software handling
- Flexibility and Confidence.
- Attendance and punctuality.
- Having Leadership Qualities
- Self-development and learning
- Integrity and reliability
- Confidence and demeanor
- Attention to detail.

PERSONAL INFORMATION

Gender : Male
Date of Birth : 24/12/2001
Father Name : Georgekutty
Nationality : Indian
Marital status : Single

PASSPORT DETAILS

Passport Number : Y5540879
Date of Issue : 07/06/2023
Date of Expiry : 06/06/2033
Place of Issue : Cochin

REFERENCES

Jibin Sundhar
Store Manager,
Reliance Retail Ltd,
Kochi, Kerala,
India-9778425866

WORK EXPERIENCES

➤ **FX WORLD FOREX & TRAVEL SERVICES PVT.LTD**
Ernakulam, Kerala,
CUSTOMER RELATION EXECUTIVE
(April 2024- Present)

➤ **RELIANCE RETAIL – SMARTNET (JIOMART)**
Ernakulam, Kerala,
LOGISTICS CO-ORDINATOR
(August 2022 to December 2023)

- Inventory control, Physical Inventory Counting, GRN Management, F&V , NF&V Dump.
- Dispatch Planning :- Coordination and communication with the riders.
- Akshayapathra - Reliance own new technology for picking billing, packing,checking and dispatching.
- Managing Markdown section.

DUTIES AND RESPONSIBILITIES

- Organizing and managing inventory, storage and transportation.
- Managing Inventory based Orders
- Manage data in excel and reports.
- Keep records and report up to date.
- Following and enforcing the company procurement policies.
- Planning shipments based on product availability and customer requests.
- Tracking orders to ensure timely deliveries.
- Quality Checking

