

MSc logistics and supply chain management

Highly driven and detail-oriented Logistics and Supply Chain Management graduate with a solid foundation in supply chain principles, logistics optimization, and inventory management. Proficient in utilizing analytical skills and advanced software tools to enhance operational efficiency and reduce costs. Demonstrated ability to coordinate complex logistics processes, manage supplier relationships, and streamline supply chain operations. Seeking a Supply Chain Coordinator position to leverage my education and skills in a dynamic and growth-oriented organization.

Key competencies

Supply chain management	logistics coordination	vendor management	ERP systems (SAP/Oracle)
Cost reduction strategies	problem-solving & decision-making	risk management	communication & negotiation

Professional experience

Branch manager coordinator
Post office Ltd.
June 2023– June 2024.
London UK

- **Managed Appropriate sortation** of incoming and outgoing mail
- **Stock management** of different postal supplies, office supplies, and products
- Managed **supplier and vendor relationships** to ensure timely procurement of agreed services.
- Ensure a high level of **customer service** and quality and adherence to postal **regulations and standards**

logistics and purchase associate
A.S. Ltd. Jan 2021- July 2022
Mumbai, India

- Researched potential **suppliers and vendors and their offers**
- **Tracked inventory and recording stock** and assisting in their **fulfillment**.
- Maintained **updated record** of purchased products, delivery information, and invoices
- **Multitasking**, switching between roles, and day-to-day **problem-solving**.

Internships

fleet forwarding trainee
MSA global logistics.
Aug 2019-dec 2021
Mumbai, India

- Prepared necessary **shipping documents** including lading bills, custom declarations, and invoices to **maintain regulatory compliances**.
- **Maintained internal and external communication** between various departments including warehouses, procurements, and 3LP carriers to resolve **daily issues**.
- Used **Excel** to record and keep track to increase KPI efficiency.

Aviation intern
TPOLY aviation dpt.
Aug 2015- Oct 2015
Mumbai, India

- Assisted in **conducting a routine inspection** of aircraft components and systems including engine, landing gears, and avionics
- **Cleaned and lubricated components** applied corrosion resistance and replaced parts under guidance if necessary.
- **Helped track inventory levels** of spare parts, and materials organized tools, and assisted in ordering things necessary for a smooth workflow.
- **Maintained manuals**, service bulletins, and regulatory guidelines.

Education

MSc in logistics and supply chain management

University of Westminster, London. Sep 2022-sep 2023

- Prepared and **presented a tactical and negotiation plan** as a mock buyer for a supermarket.
- Presented how multimodal freight can be used to **improve transport efficiency in the UK and Europe.**
- Dissertation on how **data analysis** is used to make supply chain decisions.

BE Mechanical Engineering

Mumbai University, Mumbai. June 2016-June 2019

- **Freight forwarding trainee at MSA Global Logistics Pvt. Ltd.**
- Creative head of annual cultural event (mechanical dpt.)
- Dissertation on improving the workflow of an automobile

Diploma in Mechanical Engineering

Thakur Polytechnic, Mumbai. June 2013-June 2016

- **Internship at the aviation maintenance centre of our university**
- Runner-up at the annual project competition.

Key skills

Technical skills: Microsoft Office – Word, PowerPoint, Advanced Excel, AutoCAD, stock management, PTC Creo, SAP erp, SAP mm, Oracle, Salesforce

Soft skills: written and verbal communication, interpersonal skills, leadership, direct sales, team management, multitasking, detail orientation, analytical thinking, decision-making, and adaptability.