



ALIAKBAR EP

LOGISTIC EXECUTIVE

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PROFESSIONAL SUMMARY

Experienced logistics professional with a background in warehouse supervision, logistics coordination, and data management. Skilled in managing inventory using company software, handling inbound and outbound deliveries, and ensuring timely shipments. Strong team leader, able to assign tasks and communicate effectively to resolve issues. Focused on improving operations, maintaining accuracy, and following company policies. Looking for a Logistics Executive role to contribute my skills and help the company achieve its goals.

WORK HISTORY

LOGISTICS EXECUTIVE | August 2023 – September 2024

FREASHDAY APM HYPERMART, KERALA, INDIA

- Oversaw and assessed team performance to ensure efficient and accurate data entry operations.
- Supervised daily operations and ensured the successful execution of assigned projects.
- Verified Goods Received Notes (GRN) and purchase entries for accuracy and compliance.
- Converted hard-copy information into digital databases to maintain comprehensive records.
- Organized and maintained existing data in spreadsheets for streamlined access and analysis.
- Maintained data confidentiality and ensured adherence to company policies and standards.

WAREHOUSE SUPERVISOR | June 2022 – July 2023

CASPIAN LOGISTICS, KERALA, INDIA

- Coordinated outbound shipments and ensured the timely collection of Proof of Delivery (POD) for dispatched items.
- Oversaw the processes of receiving, storing, and dispatching shipments efficiently.
- Allocated daily tasks and responsibilities to warehouse team members, ensuring smooth operations.
- Conducted regular inventory checks using company software to ensure data accuracy and proper stock management.
- Prepared accurate billing documents and reports through company software, ensuring financial precision.
- Monitored shipment tracking systems to ensure compliance with delivery schedules and accuracy in records.

EDUCATIONAL QUALIFICATIONS

➤ Bachelor of Commerce

Annamalai University | 06/2018 – 06/2021

➤ Diploma in Logistics & Supply Chain Management

SCM Hub International Business School | 06/2023

CERTIFICATIONS

- Certification in Logistics and Supply Chain Management
- Certification in Microsoft Office
- Distribution And Logistics Management
- Certification in SAP Material Management

KEY SKILLS

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|-----------------------------|-------------------------------|---|
| ▪ Logistics Coordination | ▪ Data Entry Accuracy | ▪ Team Leadership, Risk Assessment and Mitigation |
| ▪ Warehouse Supervision | ▪ Reporting and Documentation | ▪ Shipping and Receiving Procedures |
| ▪ Inventory Management | ▪ Budget and Cost Analysis | ▪ Freight Forwarding Knowledge |
| ▪ Supply Chain Optimization | ▪ Lean Logistics Strategies | ▪ Route Optimization, Procurement Management |

ACHIEVEMENTS

- ✓ Promoted to Warehouse Supervisor at Caspian Logistics, Kerala, India, within the first month of internship by improving inventory accuracy by 15% and boosting operational efficiency by 10%.
- ✓ Increased team productivity by 20% through a new inventory management process.
- ✓ Reduced delivery delays by 10%, improving customer satisfaction and repeat business.

COMPUTER PROFICIENCY

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|--|---------------------------------------|
| ▪ Microsoft Office Suite (Word, Excel, PowerPoint) | ▪ Spreadsheet Management and Analysis |
| ▪ Data Entry and Database Management | ▪ Logistics Management Software |

PERSONAL DETAILS

Date of Birth: 27/05/1999

Visa Status: Visiting Visa

Nationality: Indian

Marital Status: Single

DECLARATION

I hereby declare that the above-mentioned information is correct to the best of my knowledge and belief.

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