



# ADERSH A B

**Procurement | Logistics |  
Warehouse Executive**

## Contact Info

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- UAE

## Key Skills

- Vendor Management
- Procurement & Sourcing
- Supply Chain Coordination
- Inventory Management
- Last-Mile Delivery Operations
- Route Planning & Optimization
- Team Supervision
- Performance Metrics Monitoring
- Customer Service & Complaint Resolution
- Warehouse Operations
- Order Fulfillment
- Stock Auditing & Reconciliation
- CRM Management
- Sales Target Achievement
- Documentation & Compliance
- Front Desk Operations
- Guest Relations
- Billing & POS Handling

## Professional Summary

Results-driven professional with 6+ years of experience across procurement, logistics, warehouse operations, sales, and front office management. Proven expertise in vendor management, inventory control, last-mile delivery, team supervision, and customer service. Adept at optimizing supply chain efficiency, ensuring documentation accuracy, and meeting performance KPIs. Strong communicator with a track record of driving operational excellence and client satisfaction in fast-paced environments.

## Work Experience

### Vehicle Evaluator – Popular Motor World Pvt Ltd November 2023 – April 2025

- Evaluated vehicles received through exchange offers, assessing condition, mileage, service history, and market trends to determine fair purchase value.
- Quoted competitive offer prices to customers for exchanged vehicles, balancing profitability with customer satisfaction.
- Handled the procurement and documentation of used vehicles, ensuring smooth internal transfer and compliance with showroom policies.
- Coordinated inspection and minor reconditioning of acquired vehicles to prepare them for resale in the used car division.
- Assisted in marketing and selling pre-owned vehicles in the used car showroom, engaging with prospective buyers to close deals.
- Maintained detailed records of vehicle evaluations, pricing history, and sales performance to support strategic decision-making.

### Team Leader – Instakart Services Pvt Ltd September 2020 – October 2023

- Supervised a team of 20+ delivery associates, ensuring efficient last-mile delivery across assigned zones.
- Developed and implemented route planning strategies to maximize delivery productivity and minimize delays.
- Monitored and reported key performance indicators (KPIs) to improve fleet performance and reduce turnaround times.
- Delivered customer satisfaction by resolving service complaints within SLA and maintaining accurate delivery logs.
- Conducted SOP training and safety briefings to maintain operational compliance and reduce on-ground incidents.
- Coordinated with hub operations and inventory control to ensure real-time updates and smooth package movement.

## Software Skills

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- **MS Office Suite (Word, Excel, PowerPoint)**
- **CRM**
- **Internet Tools and Basic ERP Knowledge**

## Education

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- **Diploma in Logistics Management and SCM** – IBIS Academy, Edappally, 2023
- **B.Com** – Mahatma Gandhi University (SNM College, Malliyankara), 2018
- **Higher Secondary** – SNV SKT HSS, North Paravur, 2015
- **SSLC** – Govt. of Kerala, 2013

## Languages

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- **English**
- **Malayalam & Hindi**

## Personal Details

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- **Nationality:** Indian
- **Date of Birth:** 24/12/1997
- **Passport No:** U6380920
- **Valid Till:** 08/01/2030

## Warehouse Assistant – Future Group Lifestyle Ltd

### January 2020 – June 2020

- Performed receiving, tagging, and system entry of incoming stock items into warehouse management system (WMS).
- Maintained proper inventory tracking, supporting FIFO/LIFO practices to optimize stock rotation and shelf life.
- Assisted in order picking, packing, and shipping, ensuring zero dispatch errors and accurate order fulfillment.
- Reported daily stock discrepancies and variances to the inventory control team for timely resolution.
- Operated material handling equipment (forklifts, pallet jacks) in line with warehouse safety protocols.
- Ensured warehouse hygiene and compliance, supporting ISO and HSE audit readiness.

## Sales Executive – Maruti Suzuki Showroom

### October 2018 – July 2019

- Achieved and exceeded monthly vehicle sales targets through effective client engagement and needs analysis.
- Provided end-to-end product consultation, including test drives, vehicle specifications, and after-sales services.
- Processed loan, insurance, and registration paperwork, ensuring accurate documentation and approvals.
- Maintained updated records in CRM systems and followed up on leads to boost sales conversion.
- Participated in automobile expos and dealership promotions to generate leads and enhance brand visibility.
- Coordinated with vehicle service teams to ensure prompt and damage-free vehicle delivery to customers.

## Front Office Executive – Hotel Galaxy, Paravur

### 2017 – 2018

- Managed front desk operations, including guest check-in/check-out and reservation coordination.
- Provided timely assistance with guest queries, complaints, and concierge services, ensuring satisfaction.
- Maintained daily occupancy logs, billing records, and POS transactions in the hotel management system.
- Coordinated with housekeeping and room service teams to ensure room readiness and cleanliness standards.
- Handled incoming calls, bookings, and walk-in guest inquiries, maintaining a professional reception environment.
- Generated and submitted daily revenue reports and occupancy summaries to hotel management.