

AKASH S

OFFICE EXECUTIVE

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Goal-oriented logistics professional with a solid background in warehouse operations, transportation management, and supply chain logistics. Seeking a challenging role where I can utilize my skills in optimizing logistics processes, improving efficiency, and contributing to the overall growth and success of a dynamic organization.

Skills

Stock Management
Inventory Management
Data Analysis
MS Office
Tally Prime
Teamwork
Communication

Work History

2023-06 - Current

Office Executive

PODDAR GLOBAL PVT LTD, New Delhi, India

- Efficiently manages daily office operations, ensuring smooth workflow and timely completion of tasks.
- Maintains accurate records of shipments, invoices, and inventory levels, ensuring compliance with company policies and regulatory requirements.
- Provides exceptional customer service, resolving inquiries and issues promptly to maintain client satisfaction.
- Collaborates with cross-functional teams to streamline processes and improve overall organizational effectiveness.

2023-04 - 2023-05

Supervisor Trainee

SAMSUNG WAREHOUSE, Kochi, India

- Assisted in managing daily warehouse operations, ensuring efficient receipt, storage, and distribution of inventory.
- Assisted in resolving customer inquiries and complaints, maintaining high levels of client satisfaction.
- Utilized warehouse management systems to optimize inventory levels, minimize stockouts, and enhance order fulfillment efficiency.
- Collaborated with logistics and procurement teams to coordinate inbound and outbound shipments, ensuring timely delivery and customer satisfaction.



Education

- 2023

Diploma in Logistics And Supply Chain Management

Leeshore Logistics Academy - Vallarpadam, India
- 2022

Diploma in Computer Application

LBS Centre For Science And Technology - Haripad, India
- 2022

Plus Two - Commerce

NIOS - Kochi, India



Internship

- 2023-04

PODDAR GLOBAL PVT LTD, Cochin



Training& Workshops

- MIV CFS, Vallarpadam
- CIAL, Nedumbassery
- Q10 COCHIN PORT CFS, Willington Island
- EVERGREEN COLD STORAGE, Willington Island
- FALCON CONTAINER YARD, Kalamassery



Languages

English	<div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>Bilingual or Proficient (C2)</div>
Hindi	<div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>Bilingual or Proficient (C2)</div>
Malayalam	<div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>Bilingual or Proficient (C2)</div>