# AKASH S

### OFFICE EXECUTIVE

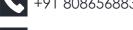


New Delhi, IND 110001

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+91 8086568833







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.



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



#### 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.



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

Hindi

Malayalam

Bilingual or Proficient

(C2)

Bilingual or Proficient

(C2)

Bilingual or Proficient

(C2)