

AMRUTHA U

ADMINISTRATION | PURCHASE & LOGISTICS | OPERATION

+971 528643093 | amruthau356@gmail.com | www.linkedin.com/in/amrutha-u-ba0a59227

Dubai, UAE



I am an efficient and confident Logistics professional, having knowledge in international freight forwarding, documentation, export, import, air, sea transportation and with good coordination and communication skills, seeking a career in progressive and professionally circumstances.

WORK EXPERIENCE

PURCHASE & OPERATION | 2024 – 2024 **TECHNICAL TRADING COMPANY (TOOL STORE – KERALA, INDIA**

- Building and maintaining relationships with suppliers, negotiating prices, and ensuring timely delivery of goods.
- Monitoring and managing stock levels to ensure there is enough material for production without overstocking, which could lead to excess costs.
- Ensuring that all purchased materials and components meet the required quality standards before they are used in manufacturing.

PURCHASE & LOGISTICS EXECUTIVE | 2021 – 2023 **PANICKERS GRANITES - KOCHI, KERALA, INDIA**

- Monitoring transportation and handling billings.
- Identifying potential suppliers and vendors based on project requirements.
- Building and maintaining profitable relationship with key customers. Preparing enquiries, quotation, document invoice and follow up with the suppliers and clients.
- Managing day to day operations.
- Building and maintaining profitable relationship with key customers. Customer coordination, Order & Delivery follow up.

ADMINISTRATOR | 2018 – 2020 **LAZIO INNOVATIONS PVT LTD - KERALA, INDIA**

- Managed daily administrative operations to support trading activities.
- Scheduled meetings, prepared reports, and managed correspondence.
- Documentation, record-keeping, correspondence.
- Maintained and organized trading records, financial documents, and compliance files.
- Monitored trading activities.

EDUCATION

POST GRADUATION DIPLOMA- LOGISTICS & SUPPLY CHAIN MANAGEMENT | 2023

- STED Council- MIMS College of Logistics, Kerala, India

POST GRADUATION – MASTER OF BUSINESS ADMINISTRATION | 2017

- Mar Athanasios College For Advanced Studies Tiruvalla (MACFAST) | Kerala, India

DEGREE- BACHELOR OF COMMERCE with CO-OPERATION | 2015

- MG University, Kerala, India

KEY SKILLS

- Operations Management
- Time Management
- Interpersonal Communication
- Coordination
- Administration

LANGUAGES

- English- Fluent
- Malayalam- Fluent
- Tamil - Fluent
- Telugu- Beginner

CERTIFICATION

- NSDC | 2024 IIB Education – NSDC Skill Development Training Program.
- MEDICAL CODING | 2021 Transciti Solutions, Kerala, India
- MS OFFICE | 2017
Kerala Sidco - Indian Institute of Information Technology, Kerala, India

PROJECT

- Oil & Gas Supply Chain Management Project
6795/20/09/O&G/EPCO