



**NOUSHAD M.T**

**Logistics coordinator**

**Dubai, UAE | +971 050 947 1819 |**

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## **Professional Summary**

Detail-oriented and dedicated Supply Chain Management professional with experience in Procurement, warehouse operations, data entry, and inventory control. Skilled in ERP Systems (Microsoft Navision), vendor communication, and document digitization. Proven Ability to manage stock accuracy, coordinate logistics tasks, and enhance operational. Workflows in fast-paced environments.

## **Key Skills**

- Time Management.
- ERP Systems (SAP, Oracle).
- Team Collaboration.
- Communication & Interpersonal Skills.
- Problem Solving.
- Team work.
- Microsoft Office Suite (Excel, Word, PowerPoint).

## **Education & Certifications**

- Diploma in Logistics and Supply Chain Management.  
Aero Institution of Technology and Management Studies. Kerala, India – 2024.
- Bachelor of Business Administration (BBA).  
Bharathiar university. Coimbatore, Tamil Nadu 2023.

## **Professional Experience**

### **• Procurement Executive**

Nest Group – Kerala, India. 2024 –2025.

- Validated source documents and entered data with accuracy.
- Managed document workflows and optimized entry processes.
- Coordinated procurement functions including requisitions, kitting, and dispatching.
- Managed IGS, ASN, open order reconciliation, and vendor communication.
- Conducted stock management, binning, cycle counting, and material issuance.
- Managed receipt area and checked stock correctness with W.R. and GRN entries.

## **Personal Details**

- Nationality: Indian.
- Date of Birth: 01/09/2002.
- Marital Status: Single.
- Passport No: Y1136971.
- Visa status: visit visa (expires June/2025)

## **Languages**

- English.
- Hindi.
- Malayalam.
- Tamil.