

SHYAMNATH

📞 +91 9567130740 — ✉ Snath5041@gmail.com — 🔗 <https://www.linkedin.com/in/shyamnath-tm-8877b6259> —

Summary —

Detail-oriented and highly organized Logistics Coordinator with one year of experience in optimizing supply chain operations, managing transportation logistics, and ensuring timely delivery of goods. Proficient in coordinating shipments, tracking inventory, and maintaining compliance with industry regulations. Demonstrated ability to collaborate with vendors, carriers, and internal teams to reduce costs, solve challenges, and improve operational performance.

Skills

- Microsoft Office
- Supply Chain Coordination
- Inventory Control and Tracking
- Vendor and Carrier Relations
- Shipment Documentation and Compliance
- Time Management

Experience

Logistics Coordinator, Delhivery Limited

Feb 2024 – Jun 2025

- Streamlined Warehouse operations by implementing an inventory management system that reduced errors by 20%.
- Coordinated with vendors to ensure timely restocking, minimize back orders by 15%, and facilitate smoother workflows.
- Prepared and reviewed shipping documentation, including bills of lading, customs forms, and invoices, ensuring compliance with regulations.
- Conducted regular logistics process audits to ensure compliance with safety and compliance standards.
- Provided exceptional customer service by addressing client inquiries, resolving issues, and maintaining clear communication throughout the shipping process.
- Reduced shipping errors by 40% by implementing the barcode scanning system.
- Documented system configurations and procedures for knowledge sharing within the team.
- Maintained 98.5% inventory accuracy through cycle counting and WMS optimization.

Education

Srinivas University

Bachelor of Business Administration in Port Shipping Management and Logistics

Feb 2021 - Feb 2023

Projects

Mormugao Port Authority (Ministry Of Ports, Shipping and Waterways Govt. Of India)

- Assisted in daily port operations and gained hands-on experience in logistics, cargo management, and port traffic coordination.
- Supported the documentation and processing of shipping and cargo data, ensuring compliance with port regulations.
- Conducted research on improving operational efficiency and presented the findings to senior staff.
- Collaborated with various departments to support smooth import/export operations handling.
- Observed and participated in on-site safety protocols and risk management procedures to ensure a secure work environment. I assisted with administrative tasks, such as organizing reports, preparing presentations, and maintaining records.