

# MEGHA L

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## **CAREER OBJECTIVE**

To leverage my organizational and administrative skills in a dynamic environment, contributing to smooth operations and efficient workflow. Seeking an opportunity to assist on day-to-day administrative tasks, and support functions, while ensuring the highest level of accuracy and service for overall company success.

## **EXPERIENCE**

**3PL SAMSUNG ELECTRONICS INDIA - Kerala/India (04/09/2023-29/11/2024)**

### **Warehouse coordinator**

Job responsibilities

- Manages warehouse inventory and update records in database.
- Optimize storage space to ensure efficient operation.
- Ensure staff members follow all safety regulations.
- Confirms availability of items to be shipped by verifying inventory records or conducting inventories of required items.
- Identifies and reports slow-moving product and with approval, arranges for the removal of the product.
- Documents all related activities and completes forms and reports.
- Coordinate with warehouse staff and supervisors to streamline operations.
- Performs other related duties as directed.

## **EDUCATION**

**Mangalore University:** MBA in Logistics and HR 2023

**Kannur University:** BCOM in Computer applications 2021

## **INTERNSHIP**

Nalapad furniture Uppala - Kerala/India (01/10/2022-26/03/2022)

## **SKILLS**

Time management	Communication skills	Customer service
Adaptability	Business development	Multi tasking
Data management	Inventory management	Attention to details

## **PROJECTS**

- A study on Internet of Things (IOT) in warehouse and delivery with special reference to DTDC Express Limited Kasaragod.
- A study on stress management among bank employees with special reference to Kasaragod Taluk.

## **ACHIEVEMENTS & AWARDS**

- National Service Scheme Volunteer for two years.
- First prize in short film conducted by AJ institute of management

## **ACTIVITIES**

- Participated in Three-day workshop on theme self-awareness for personal effectiveness at A.J Institute of management
- Participated in two days of national conference on Relevance of Raja ram Mohan Roy in women Empowerment and Transformation in new India
- Participated in cultural activities

## **CERTIFICATION**

- Diploma in Computer Application
- Advanced Excel
- Supply chain management
- CPBFI certification of finance , insurance, and communication skills

## **COMPUTER SKILLS**

MS Office Excel, Word, PowerPoint, Outlook      Tally

## **LANGUAGES**

English	Hindi
Malayalam	Tamil

## **PERSONAL DETAILS**

Date of Birth : 28/10/1999  
Nationality : India  
Gender : Female  
Marital status : Single  
Permanent address : Kerala, India

## **PASSPORT DETAILS**

Passport No : Y9867064  
Passport validity : 28/09/2033  
Visa status : Visit visa  
Visa expiry : 13/05/2025

## **DECLARATION**

I hereby declare that all the above mentioned details are true and best of my knowledge.

Megha L