

# Mahati Keertana

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## Profile

I am self-driven and highly motivated person looking for an opportunity in an organization with a challenging work environment. I am looking to grow, evolve, learn and develop my personal skills as well as make a substantial contribution to the company I work with.

## Work Experience

### **Logistic Coordinator at MEDISTAR MEDICAL – SURGICAL ARTICLES & REQUISITES TRADING CO. L.L.C, DUBAI** **JUNE/2023-SEPT/2024**

- Managed and monitored stock levels of surgical supplies, ensuring timely replenishment, and avoiding shortages or overstock.
- Efficiently processed and coordinated orders, ensuring accurate picking, packing, labeling, and dispatch of surgical tools and equipment.
- Arranged transportation and managed carrier relationships to ensure timely and compliant delivery of medical supplies to clients.
- Acted as the primary point of contact for clients on shipping status, delivery delays, and issue resolution.
- Verifying that all supplies meet required quality standards before they are shipped to clients.
- Building and maintaining relationships with vendors and negotiating terms for delivery schedules

### **Logistic Coordinator at GULF NEWS - AL NISR Publishing (Paid Internship) Feb/2023-June/2023** **DUBAI**

- Worked on SAP to verify and create new subscription accounts from the backend and renewals of the newspapers, and to check the distributions of the papers and magazines
- Co-ordinating timely and accurate delivery of newspapers and magazines
- Managing orders and coordinating stocks
- Prepare bills and invoices
- Maintaining accurate and consistent stock records of newspapers
- Address the errors to promote client satisfaction

## **Content Moderator at GENPACT - Client Facebook**

**May/2021-May/2022**

- To identify and remove inappropriate, harmful or violating content, including hate speech, harassment, graphic violence and invalid information
- Enforcing community guidelines and rules
- Fostering a positive and inclusive environment
- Monitor the content carefully, following the guidelines for a user-friendly platform
- To review and respond to the post comments and messages and have the authority to remove the content and band people who doesn't align with community guidelines

## **Education**

**Amity University Dubai**

**2022 – 2024**

Masters of Business Administration in Logistics and supply chain management

**St.Mary's Degree College**

**2017-2020**

Bachelor of Business Administration

## **Certifications:**

- Chartered Institute of Logistics & Transport (CILT) Level 5 Certification

## **Technical Skills and Tools**

- Knowledge and hand-on experience on SAP
- MS Office
- Digital Marketing
- Adobe illustrator
- Photoshop cs6
- Communication Skills

## **Languages Known**

- Hindi
- English
- French
- Telugu