



SARATH ASHOK

LOGISTICS OPERATIONS/ADMINISTRATION

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EDUCATION

- Bachelors of Business Administration in Logistics and Shipping

2015-2018, Indiragandhi Institute of Science and Technology (Bharathair University)
Kannur, Kerala, India

- Diploma in Computer
- 2011-2012, Digy Dynamic Pvt ITI,
Kozhikode, Kerala, India

SKILLS

- Warehouse Operations
- Logistics Management
- Third Party Logistics_3PL
- Transportation Logistics
- Inventory Management
- Order Fulfillment and FIFO
- Proficiency in MS office Suits
- Customer Service
- Data analysis and Reporting
- Interpersonal communication
- Time management
- Google workspace tools
- Team work and Leadership qualities

CERTIFICATION

Council for Six Sigma Certification (CSSC)
Certified Six Sigma AI Yellow belt in Jan 2024

PERSONAL DETAILS

Date of birth: 27-01-1993

Marital status: Single

Nationality: Indian

Passport number: Y2326961

Languages: English, Hindi, Malayalam

PROFESSIONAL SUMMARY

Experienced logistics professional with BBA in Logistics and shipping, with proven operational and system administration skills. Proven track record in operations, with roles at Busybees Logistics Solutions Pvt Ltd and Bhagavathy Traders Pvt Ltd, and skilled in optimizing processes and ensuring operational efficiency. Seeking challenging logistics role to optimize processes and contribute to organizational success.

WORK EXPERIENCE

LOGISTICS EXECUTIVE

2020-2024, Busybees (Xpressbees) Logistics Solutions Pvt Ltd, Kerala, India

- Manage the logistics operations and coordinate transportation activities to monitor the movement of goods and ensure the timely delivery.
- Maintain the inventory systems and accurately track all incoming and outgoing warehouse products.
- Shipment loading and unloading, handling day-to-day operations for the warehouse and creating shipment schedules.
- Assisted in creating and executing operational policies, overseeing daily activities to meet organizational goals and safety standards, and received an award for excellence in 2021.
- Monitor stock levels and collaborate with the purchasing team to maintain optimal inventory levels.
- Responsible for handling customer complaints and implementing continuous improvement programs to address non-conformances, ensuring these corrective actions align with customer requirements and needs.

OPERATION EXECUTIVE

2019-2020, Bhaghavathy Traders Pvt Ltd, Karnataka, India

- Manage order processing and tracking systems to ensure accurate and timely fulfillment of customer orders.
- Utilized warehouse management software for accurate tracking and reporting of inventory.
- Implemented inventory control systems maintain optimal stock levels and minimize discrepancies.

TECHNICAL ASSISTANT

2011-2012, Indian Institute of Management, Kozhikode

- Provided technical support for programming and system administration tasks
- Continued learning and skill development in programming and system administration.
- Accurate data input into the system as per data.