

# BEFORE

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## PROFILE

Results-driven Supply Chain & Procurement Professional with a strong background in supply planning, logistics, supplier relationship management, and cost optimization. Experienced in demand forecasting, procurement processes, freight coordination, and inventory control within FMCG, logistics, and manufacturing sectors. Proficient in SAP (MM, FICO), ERP, WMS, Excel (Pivot Tables, Data Analysis), and supply chain analytics to enhance operational efficiency and cost savings. Adept at driving continuous improvement initiatives using TPM methodologies, ensuring seamless supply chain operations and stakeholder collaboration.

## KEY SKILLS

- Proficient in Microsoft Office 365 suite (Excel, Word, Outlook, PPT & SharePoint)
- Procurement & Purchase Order Management
- Operational Excellence & Process Improvement
- Customs compliance
- Supplier Relationship Management
- Regulatory Reporting and Compliance Management
- Data Analysis & Reporting
- Supplier & Freight Carrier Management
- Cost Optimization & Value Analysis
- Administrative & Procurement Operations
- Logistics & Supply Chain Analytics
- Project & Documentation Management
- Documentation and Data management
- Audit Report management and Data automation.
- Query Resolution & Customer Interaction
- Cross-Functional Collaboration
- Category Management & Procurement Strategy

## WORK EXPERIENCE

- Sep 2023 – Current**      **Bar Supervisor – Infernos Night Club**      *Clapham, UK*
- Managed daily operations of a high-volume bar with over 500+ customers per night, ensuring efficient workflow.
  - Led and trained a team of 15+ staff, improving operational efficiency by 30% and reducing customer wait times by 40%.
  - Implemented inventory control measures using FIFO methodology, reducing stock wastage by 15%.
  - Ensured 100% compliance with regulatory standards, maintaining an incident-free safety record.
  - Handled POS transactions and financial reporting, reconciling £3,000–£5,000 per shift with zero discrepancies.
  - Provided high-level customer service and resolved technical and operational issues swiftly under pressure.
  - Operated within a fast-paced, service-oriented environment, handling customer queries and contributing to efficient operations.
- Jan 2023 – July 2023**      **Warehouse and Logistics Assistant – USHA International Ltd**      *Kochi, India*
- Supported procurement and logistics teams, ensuring 50+ purchase orders per month were processed efficiently.
  - Assisted in data input and housekeeping of procurement databases, tracking orders, and maintaining supplier records.
  - Liaised with internal teams to provide order status updates and assisted in managing purchase requisitions.
  - Conducted inventory audits and compliance checks, achieving a 100% warehouse accuracy record.
  - Created data-driven reports on procurement and logistics KPIs, identifying a 10% cost-saving opportunity.

# AFTER

## CAREER OBJECTIVE

Ambitious and detail-oriented logistics and operations professional seeking roles as a Transport Planner, Operations Coordinator, or Assistant Manager. Currently pursuing the Transport Manager CPC (UK) certification and equipped with a solid foundation in supply chain management, logistics coordination, and ERP software. Committed to enhancing transport network efficiency, ensuring fleet compliance, and driving operational excellence within a dynamic logistics or transport organisation.

## PROFESSIONAL PROFILE

Resourceful and tech-savvy logistics specialist with diverse experience across transport operations, procurement, and warehouse management in FMCG, retail, and logistics sectors. Skilled in SAP MM/FICO, WMS, transport planning support, and KPI monitoring. Proven record of improving inventory accuracy, reducing costs, and ensuring compliance in fast-paced environments. Currently pursuing MSc in Supply Chain Management and Transport Manager CPC, with a goal to lead transport planning and coordination functions.

## KEY SKILLS

- SAP MM & FICO, ERP, WMS
- Transport & Route Planning Support
- Procurement & PO Management
- Logistics & Warehouse Coordination
- Cost Control & Data-Driven Analysis
- Inventory Audits (100% accuracy)
- Microsoft Office (Excel, Word, PPT)
- Customs Compliance & Freight Booking
- Documentation & Audit Support
- Cross-Functional Team Collaboration
- Operational Process Improvement
- KPI Reporting & Logistics Metrics

## LANGUAGES

- English (Advanced)
- Malayalam (Fluent)
- Hindi (Advanced)
- Tamil (Intermediate)

## EDUCATION

- Sep 2023 – May 2025**  
**UNIVERSITY OF HERTFORDSHIRE, UK**  
**MSC IN SUPPLY CHAIN MANAGEMENT**
- Modules: Procurement & Supply Chain, Inventory Management, Operations Research, Financial Control, Lean Manufacturing, Legal Aspects of SCM
  - Thesis: Integrating Cobalt-Free Battery Technologies and Urban Mining to Reduce Critical Raw Material Dependency
- Jan 2021 – Feb 2022**  
**GOVT POLYTECHNIC COLLEGE, INDIA**  
**PROFESSIONAL DIPLOMA IN SHIPPING & LOGISTICS**
- Modules: Export Documentation, Warehouse Management, Logistics Fundamentals
- Aug 2018 – Aug 2021**  
**MAHATMA GANDHI UNIVERSITY, INDIA**  
**B.COM IN FINANCE AND TAXATION**
- Modules: Financial Accounting, GST, Business Law, Taxation, Economics, Auditing