



✉ aswin952000@gmail.com

📞 +971 524420150

📍 United Arab Emirates

SKILLS

Logistics Coordination

Inventory Management

Supply Chain Oversight

Shipping Documentation

Risk Mitigation

Vendor Management

Communication

Compliance Management

Strategic Development

Financial Analysis

EDUCATION

Advanced Diploma in Logistics and Supply Chain Management | 2022

STED Council Govt. of NCT, New Delhi, India Kerala, India

Bachelor of Commerce | 2021
University of Kerala, India

Higher Secondary | 2018
Board of Higher Secondary Examinations, Kerala, India

High School | 2016
Board of Public Examinations, Kerala, India

ASWIN V PILLAI

Operation Executive

Experienced Office Manager and Operation Executive with a proven track record of optimizing logistics operations for efficiency and effectiveness. Demonstrated ability to oversee and manage various aspects of operations, including inventory management, supply chain coordination, and transportation logistics. Skilled in streamlining processes, reducing costs, and improving overall performance. Proficient in utilizing data analysis and technology to identify opportunities for improvement and implement strategic solutions. Dedicated to delivering exceptional results and contributing to the success of the organization.

WORK EXPERIENCE

OFFICE MANAGER AND WAREHOUSE IN CHARGE | Jan 2023 - Feb 2024

Zie Clothing, Adoor, Kerala, India

Achievements/Tasks

- Overseeing daily office operations, including administrative tasks, correspondence handling, and office supplies management to ensure smooth functioning.
- Managing warehouse activities such as receiving, storing, and dispatching goods while ensuring efficient utilization of space and resources.
- Conducting regular inventory counts, reconciling discrepancies, and implementing inventory management systems to optimize stock levels and prevent stockouts or overstock situations.
- Coordinating order processing, picking, packing, and shipping activities to meet customer requirements and ensure timely delivery of products.
- Liaising with shipping carriers, freight forwarders, and transport companies to arrange transportation and monitor the movement of goods from the warehouse to customers or other locations.
- Implementing quality control procedures to inspect incoming and outgoing shipments, identify defects or damages, and ensure product quality standards are met.
- Enforcing safety regulations and compliance standards within the warehouse, conducting regular safety audits, and ensuring adherence to legal requirements and company policies.

OPERATION EXECUTIVE | Jun 2022 - Jan 2023

Mega express logistics Pvt Ltd, Mumbai, India

Achievements/Tasks

- Effectively coordinated transportation, distribution, and delivery operations to ensure timely and accurate shipment of goods.
- Monitored and maintained the flow of goods throughout the supply chain, liaising with suppliers, vendors, and internal teams to facilitate seamless operations.
- Identified inefficiencies in operational processes and implemented strategies to enhance productivity, reduce costs, and improve overall efficiency.
- Ensured compliance with legal regulations and company policies by accurately maintaining records, preparing shipping documents, and adhering to customs requirements.
- Addressed customer inquiries, resolved issues, and provided exceptional service to ensure client satisfaction and maintain positive relationships.
- Analyzed operational performance metrics, such as on-time delivery rates and inventory turnover, to identify trends, assess performance, and drive continuous improvement initiatives.

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

SOFTWARE PROFICIENCIES

- Tally
- MS Word
- MS Excel

HOBBIES

- Cinema
- Music
- Sports

CERTIFICATION

- Sea Cargo Training course
- Microsoft office Automation
- Cambridge English training
- Sap system training on supply chain management process

PERSONAL INFORMATION

Nationality : Indian
Gender : Male
Date of Birth : 09.05.2000
Marital Status : Single
Passport No : U5338920
Date of Expiry : 05/01/2030

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

ASWIN V PILLAI