



ATHIN JOY

LOGISTICS EXECUTIVE/WAREHOUSE ASSISTANT

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OBJECTIVE

As a logistics student my career objective is to apply my knowledge and skills in supply chain management, transportation and inventory control to contribute to the efficient and effective movements of goods, ensuring customer satisfaction and organizational success

EDUCATION

**Bachelor of Business Administration
(International Shipping And Air Cargo Logistics Management)** December 2021
Bharathiar University, Coimbatore

DIPLOMA (Logistics Management)
Confederation of Indian Industry (CII) December 2019
First Class

CERTIFICATIONS

- Supply Chain Management
 - Procurement Management
 - Operation Management
 - Demand Forecasting in Supply Chain
 - Shipping Documentation and Bill of Lading
 - Introduction to MS Excel
 - Data Visualization with Power BI
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EXPERIENCE

Logistics Executive, J J Shipping, Kerala (2022 - 2023)

I am the responsible for maintaining accurate records of all goods and materials in the warehouse, tracking stock levels, and managing inventory to prevent overstock or stockouts, in other hand receive and process incoming orders, ensuring that the right product are picked, packed and shipped to customers in a timely manner in addition with Resolving any issues that may arise, such as shipping delays

Operation Department, Apollo Adlux Hospital, Kerala (06/2021-09/2021)

Day to Day management and coordination of various functions, including patient admissions, scheduling, and support vaccination delivery team

Customer Service Associate, Ajmal Bismi Hypermarket, Kerala (02/2020-11/2020)

Assisting and addressing customer inquiries, providing information on products, handling returns or exchange, resolving issues and ensuring a positive shopping experience for customers. They also play a key role in maintaining customer satisfaction and loyalty

SKILLS AND STRENGTHS

Technical Skills: MS Office (Excel, Word, PowerPoint)

Soft Skills: Supply Chain Management, Leadership Skill, Inventory Control, Warehouse Operation, Transportation Coordination, Problem Solving, Decision Making

REFERENCE

K C Jacob (Supervisor in J J Shipping Company)

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Priyanka Murali (Department Head in Apollo Adlux Hospital)

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Rajesh R (Store Manager)

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LANGUAGES

English | Malayalam