

**HONEY**

ACCOUNTS & SUPPLY CHAIN MANAGER

MBA in Logistics and Supply Chain Management from NIBM

# OBJECTIVE

**CAREER OVERVIEW**

*I am Accounts & Supply Chain Manager with more than 3+ years of experience in business development*

*and CRM activities*

**KEY SKILLS**

Supply chain Management Logistics

Inventory Management Finance

MIS reports

A Desire to work in an organization which challenges me to work effectively and efficiently and seeking a promising career that provides me an opportunity to prove and Improve my talent and ability, which attribute constructively to achieve the organizational goal.

# WORK EXPERIENCE

**TRACKON COURIERS PVT LTD | JULY 2018 - DECEMBER 2019**

**Accounts & Supply Chain Manager**

The company got its corporate identity in January 2002 under the name "Comcour Couriers" and started with only two offices Delhi and Mumbai mainly operating as an intra-city operator for bulk mailers. Trackon Couriers have 50 plus branches and 150 franchisees in Kerala region

**JOBS AND RESPONSIBILITIES**

Collects customer payments. Issues customer refunds.

Ensures that customers receive the quickest service possible.

Ensures a seamless process flow from the customer’s initial order to the delivery of products and services. Interacts with customers using phone, email, the company website and in person.

Ensures that customer service representatives follow all company policies and procedures when dealing with customers.

Generates reports for upper management

Trains newly hired customer service representatives.

**SAFEXPRESS PVT. LIMITED | APRIL 2016 - MAY 2018**

## Assistant Manager

Safexpress began its journey in 1997 with a mission of delivering logistics excellence to its customers and ensuring their success. Today, the firm has firmly entrenched itself as the 'Knowledge Leader' and 'Market Leader' of supply chain & logistics industry in India.

**JOBS AND RESPONSIBILITIES**

**STRENGTHS**

Attention to detail Punctual and reliable.

Thinking and formulating ideas. Able to work as a part of team.

Ability to lead & co-ordinate a team. Ability to multitask and manage conflicting demands.

Ability to prioritize tasks. Pleasant Personality.

**LANGUAGES KNOWN**

English - R W S Malayalam R W S Hindi - R W

Tamil - S

**HOBBIES**

Reading

Writing Short Stories & Poems Singing and hearing songs

**PERSONAL PROFILE**

Date of Birth : 17-03-1994 Sex : Female

Nationality: Indian Marital Status : Single

Organized and maintained the franchises and its staff of Kerala Region

Optimize the inventory level and to maintain minimum level of stock

Understanding the potential customers and product verticals of the particular region

Organized branding of the company and services Analyzing the needs of customer and providing a solution for Transportation.

Regular monitoring of Shipments and analyzing the root cause if there is delay

Maintaining and Presenting of MIS reports

# ACADEMIC QUALIFICATIONS

## Master of Business Administration (MBA) - 2019

MBA in Logistics and Supply Chain Management from NIBM (National Institute of Business Management, Trivandrum.)

## Diploma - 2016

Diploma (Supply chain and Logistics) from Safeducate Pvt. Limited, Cochin

**Bachelor of Business Administration (BBA)- 2015** BBA from Mary Matha Arts and Science College, Kannur **Plus Two-2012**

Higher Secondary Schooling from St. Joseph Higher

secondary School, Kannur

## SSLC- 2010

SSLC from St.Mary’s High School, Kannur

# Personal Contact : honey-396804@2freemail.com

# Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504753686

# DECLARATION

I hereby affirm that the above information given by me is true to the best of my knowledge and belief. I will solely be responsible for any discrepancies found in them.

## Date : 15-01-2020 Thanking You,

**Place: Cochin Honey**