



PROFILE

Seeking a challenging position as a Logistics Manager to contribute to the efficient and effective functioning of logistics operations in a dynamic organization.

I have a proven track record of maintaining high standards of accuracy and efficiency in logistics operations. Adept at utilizing logistics software and systems to track shipments, monitor inventory levels, and generate reports. Committed to providing exceptional customer service and resolving issues to meet and exceed client expectations.

CONTACT

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LinkedIn Profile

<https://www.linkedin.com/in/shainaz-makandar-69718b235/>

KEY SKILLS

1. Supply Chain Optimization
2. Logistics Coordination
3. Inventory Management
4. Attention to Detail
5. Team Collaboration
6. Shipment Tracking
7. Customer Service
8. Data Analysis and Analytics
9. Budgeting and Cost Control
10. Proficient in Logistics Software
11. Leadership and Team Management
12. Problem-Solving and Decision-Making
13. Transportation Expertise
14. Knowledge of MS Office.

SHAINAZ MAKANDAR

Logistics Head

EXPERIENCE

Head- Purchases & Logistics

ECOCLEAN SYSTEMS & SOLUTIONS

02.08.2021 to 31.07.2023 – 2 Years

- Oversaw the audits of inventory & documentation to ensure compliance with company policies and procedures.
- Prepared and analyzed **logistics reports**, identifying areas for improvement and implementing corrective actions.
- Assisted in the development and implementation of standard operating procedures (**SOPs**) to improve efficiency and reduce errors.
- Collaborated with cross-functional teams, including warehouse staff and vendors, to ensure smooth flow of operations and timely delivery of Goods and Services.
- Created **PO, GRIN, Gate Pass, SES's, Delivery Challan** and other statutory Documents and Coordinated the logistics procedures.
- Single Handedly Lead a new Business front- ECOLET (AC Washrooms on wheels) and generated a revenue of **22 Lakhs for the Financial Year 2022-23**

Assistant- Logistics

EXCEL SALES AND SERVICES

01.07.2020 to 31.07.2021 – 1 Year

- Coordinate and manage daily logistics activities, including **order processing, shipment tracking, and delivery scheduling**.
- Collaborate with suppliers, transportation providers, and internal teams to ensure on-time delivery of goods.
- Monitor inventory levels, conduct regular audits, and initiate replenishment processes to maintain optimal stock levels.
- Utilize logistics software to **generate reports** on key performance indicators and identify areas for improvement.
- **Emails** for Enquires and Support pertaining to Logistics.

EDUCATION

S. S. Dempo College of Commerce and Economics- GOA

Bachelor of Commerce.

YEAR: 2020 Secured: 79 %

Don Bosco College- Panaji

Higher Secondary Schooling (HSSC)

YEAR: 2017 Secured: 74 %

Government High School- Chimbel

Secondary Schooling (SSC)

YEAR: 2015 Secured: 75 %

REFERENCES

Mr. Roy Vas- Managing Director, Ecoclean Systems and Solutions- Goa

Email: md@ecocleanindia.com

Mr. Gourav Kaskar, Asst. Manager- IT. Super Specialty Hospital, GMC- Goa

Email: gouravkaskar@outlook.com