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# DAKSHKUMAR PATEL

Supply Chain & Logistics Professional

## OBJECTIVE

I am a supply chain and logistics professional with practical experience in shipment coordination, inventory management, and documentation. I am looking for opportunities where I can contribute my skills in logistics administration and Procurement and Operation, while learning and gaining experience in a real-world work environment. Whether through a full-time role or a co-op/internship, I am keen to apply my knowledge and work alongside a team to improve operations and solve supply chain challenges.

## EDUCATION

Cape Breton University, Canada

Post-Baccalaureate Diploma in Supply Chain Management

Jan 2025 – Present

Veer Narmad South Gujarat University, India

Bachelor of Commerce (Financial Management)

Jun 2019 – May 2022

## WORK EXPERIENCE

IM LOGISTIC — Logistics Coordinator

Oct 2023 – Nov 2024

- **Coordinated** and scheduled **domestic shipments**, reducing delivery delays by **15%** through **improved shipment tracking** and route optimization using **Excel** and **Cygnux Fleet Software**.
- Managed **supplier relationships**, resolved delivery issues and improved **customer satisfaction** by **20%**.
- Utilized **MS Access** and **Logistics Software** to streamline **inventory tracking**, reducing **pick errors** by **10%** and increasing **inventory accuracy** by **15%**.
- Managed **documentation** for **100+ shipments per month**, saving **25%** of processing time.
- Followed **safety protocols** and ensured compliance with operational standards, achieving a **100% safety compliance rate** during audits.

IM LOGISTIC — Logistics Assistant

Sep 2022 – Sep 2023

- Processed and maintained records for **80+ domestic shipments per month**, ensuring **accurate documentation** and reducing errors by **10%**. Also Managed **parcel dispatch** for incoming delivery shipments.
- Prepared and **verified logistic documentation** including packing slips and **delivery notes**; handled **customer queries** promptly.
- Prepared reports on logistics performance, tracking **key metrics** and providing insights to senior staff for process improvements.
- Collaborated with **warehouse teams** to ensure smooth movement of goods, contributing to improved **warehouse efficiency**.
- Assisted in **tracking shipments** and updating internal teams and customers on delivery statuses, improving communication efficiency by **15%**.
- Reported directly to the **Logistics Coordinator** and **Logistics Manager**.

## TECHNICAL SKILLS & TRAINING

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- **Tally ERP-9** — Certified
- **MS Excel** — Certified
- **Advanced Search Engine Optimization** — Certified
- **C-Programming** — Certified
- **Excel VBA** (Visual Basic for Applications)
- **Search Engine Optimization** — Certified

## INTEGRATED KNOWLEDGE

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- **Python (Beginner)**: Supports data analysis, task automation, demand forecasting, and use of constraints and variables.
- **Power BI (Hands-on practice)**: Enables data visualization to track supply chain performance, identify trends, and improve decision-making.
- **Microsoft Access (Basic database concepts)**: Helps organize supply chain data to improve inventory tracking, order management, and accurate record-keeping.
- **Microsoft Word**: Used for creating documentation such as shipping orders, inventory lists, and reports; standardizes templates for consistent processes.

## SKILLS — ACADEMIC KNOWLEDGE

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### Supply Chain Management:

- Shipment **Coordination** and tracking (Improved on-time delivery by 10% with **Excel** for scheduling and tracking).
- Inventory Monitoring (Reduced misplaced inventory by 10% through **MS Access** database management).
- **Procurement Process** and **Vendor Management** (Improved customer satisfaction through accurate information).
- Order Fulfillment and **Logistics Operations** (Increased inventory accuracy by 30%).
- Sound understanding of **MRP** (Material Requirements Planning) and **MPS** (Master Production Schedule).

### Operations Management:

- Process Optimization and Continuous Improvement in **supply chain operations**.
- Capacity Planning for logistics and inventory management.
- Quality Control in logistics processes and documentation.

### Technical Tools:

- **MS Excel (Advanced)**, **ERP Systems (Tally)**, **Power BI (Beginner)**, **Microsoft Access**.

### Soft Skills:

- Strong communication and time management skills.
- Problem-solving with a proactive approach.
- Effective cross-functional coordination, enhancing team collaboration by **15%**.

## VOLUNTEER EXPERIENCE

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**International Fund for Animal Welfare (IFAW)**: Helped in rescuing and rehabilitating birds affected by kite flying festivals, ensuring their safety and well-being.

**Art of Living**: Promoted human well-being by organizing community events and workshops, while supporting fundraising efforts.