YOUR FULL NAME

OPERATIONS COORDINATOR / SUPPLY CHAIN

[City, State] | [+91 XXXXX XXXXX] | [name@email.com] | [LinkedIn / Portfolio]

PROFESSIONAL PROFILE

Process-driven [operations / logistics / purchase] professional with experience in [order tracking, dispatch, inventory coordination]. Proficient in [Excel / ERP] and focused on accurate records, supplier follow-up and timely handoffs.

CORE SKILLS

Operations: [Purchase order tracking, scheduling, vendor follow-up, dispatch]

Inventory: [Stock control, GRN, reconciliation, shipment documentation]

Reporting: [Excel, ERP, dashboards, SLA / KPI monitoring]

OPERATIONS EXPERIENCE

[Operations / Purchase Executive] | [Company] | [Dates]

- Tracked [purchase orders / dispatch status / deliveries] in [ERP / Excel tracker].
- Coordinated with [suppliers, warehouse, production and transport] on [schedule / exception].
- Prepared [weekly backlog / stock / fulfilment report] to inform [team decision].

SELECTED PROJECTS

[Inventory Improvement / Process Project] | [Year]

- Mapped [current workflow] and identified [stock or delivery discrepancy].
- Proposed [tracking / reporting] change and evaluated [effect or expected control].

EDUCATION

[Degree / Diploma] | [University / College] | [Year]

CERTIFICATIONS & ADDITIONAL DETAILS

[ERP / Supply Chain / Excel course] | [Issuer]