

# Tejash K Pinara

Logistics Coordinator, Warehouse Executive,  
Administration Executive

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Dubai, United Arab Emirates

## SUMMARY

I am a passionate and reliable individual and can work as a great team player. I can deliver high-quality work under pressure while maintaining a positive attitude. Seeking opportunities where my talent can be utilized in a supportive work culture.

## EXPERIENCE

### Administrative Executive

09/2020 - 08/2024

Interactive Digits - Dubai, United Arab Emirates

- Excellent leadership, time management and organizational skills.
- Proven excellence as an office assistant, office administrator or in another relevant position.
- Outstanding abilities to communicate in person, in writing and over the phone.
- Familiarity with common procedures and basic account principles used in the office.
- Knowledge of Microsoft Office and other office management tools and applications.

### Logistics Administrator Coordinator

06/2016 - 12/2019

Shalimar Goods Carrier Pvt Ltd - Mumbai, India

- Managing administrative duties as directed by the supervisor.
- Assist in planning logistics for warehouses, transportation, and suppliers.
- Filing and storing up-to-date documents.
- Tracking orders to ensure timely delivery.
- Maintaining and updating roster.
- Logging data related to logistic administration into the software.
- Keep logs and records of warehouse stock, executed orders etc.
- Prepare accurate reports for upper management.
- Performs various duties such as filing documents, tracking orders, and entering data into specialized software.

### Front Office Executive

01/2015 - 11/2015

Hotel Bawa International - Mumbai, India

- Perform all check-in and check-out tasks.
- Manage online and phone reservations.
- Inform customers about payment methods and verify their credit card data.
- Register guests collecting necessary information (like contact details and exact dates of their stay).
- Welcome guests upon their arrival and assign rooms.
- Provide information about our hotel, available rooms, rates and amenities.
- Respond to clients' complaints in a timely and professional manner.
- Liaise with our housekeeping staff to ensure all rooms are clean, tidy and fully-furnished to accommodate guests needs.
- Upsell additional facilities and services, when appropriate.
- Ensure accurate tracking of bookings and financial transactions through regular updates.

## EDUCATION

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Frankfinn Institute - Aviation Management	01/2012 - 12/2012
Sardar Vallabhbhai Patel High School - Higher Secondary	05/2006 - 04/2007

## CERTIFICATES

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Logistics & Supply Chain Management Great Learning	03/2024 - 03/2024
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## SKILLS

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Supply Chain Management	Intermediate	Logistics Software	Advanced
Inventory Control software	Advanced	Epicor SCM	Intermediate
Odoo Inventory	Intermediate	Microsoft Office Suite	Expert
FactsERP	Intermediate	Transportation Management	Intermediate
PACT Inventory Management	Intermediate	Inventory Management	Advanced
Oracle NetSuite ERP	Advanced	Stock Management	Advanced
Oracle SCM	Advanced		

## LANGUAGES

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English	Fluent	Gujarati	Native
Hindi	Fluent		