



Harshit Parikh

Shipping Coordinator

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Languages

- Gujarati
- English
- Hindi

About

Experience working in large-scale operations with tight deadlines and demanding targets, I am a professional and adaptable warehouse worker. While I can work individually as well as in a team where I can closely collaborate with others to achieve goals. I've received praise from previous line managers for my attention to detail and organizational skills because I frequently suggested better ways of arranging things to better utilise space. Looking to apply proven administrative and customer service skills in the upcoming opportunity.

BRANDS WORKED WITH

- Cult Beauty
- Dhamecha Cash & Carry Hayes
- Gowrie Laxmico Ltd (B&S Healthcare)
- International Removal Company

Experience

- Shipping Operations(Mar)**
 International Removal Company | Mar 2022 - Now
 - Administrative duties are undertaken for processing all the shipping-related operations.
 - Communication with the customer.
 - Data entry in the system.
 - Working on MS Office, Word, Excel, and Outlook.
- Warehouse Operative(Nov)**
 Gowrie Laxmico Ltd (B&S Healthcare) | Jan 2022 - Mar 2022
 - Goods in tracking.
 - Labelling of medicines.
 - Coordinate and book palletised deliveries to ensure a smooth flow of work process throughout the day.
 - Communicate with internal & external customers & colleagues.
 - Check delivered goods against paperwork to ensure the correct item has been delivered, in the correct quantity and without damage.
 - Undertake stock-taking activity as directed and keep the stock control system up to date.
 - Ensuring health and safety compliance at all times.
- warehouse operative**
 Dhamecha Cash & Carry Hayes | Dec 2021 - Dec 2021
 - Customer service at the till counter, checking the quantity of goods, and making invoices over the counter.
 - Replenish stock and adhere to all stock control procedures.
 - Comply with all aspects of the Company's policies and procedures.
 - Give advice and information about products and services.
 - Help with any customer inquiries.
- warehouse operative**
 Cult Beauty | Nov 2021 - Jan 2022
 - Picking goods that have been ordered.
 - Scanning the goods from stock
 - Customer focus
 - Time management
 - Individual & Teamwork
 - Maintained KPI and compliance of the organization.



Education & Training

- University of Mumbai**
 Bachelor's degree,

