

## About Me

Indian National with 6+ years of work experience with expertise in the field of logistics, supply chain management, recruitment, IT support & operations. Over the course of my career I worked under one of the leading Du channel partners handling HR functions, and later completed my PG in MSc logistics & supply chain management, during which I had also worked under a leading company in F&B industry.



+91 9037021052



rbasil898@gmail.com



India

## EDUCATION

Heriot-Watt University, Dubai  
**MSc in Logistics & Supply Chain Management**  
2024 -2025

University of Kerala  
**Bachelor of Commerce with Computer Application**  
2016 - 2019

**CIPS Membership - 9946021**  
**Chartered Institute of Procurement & Supply Chain Management**

# BASIL ROY

Supply Chain & Logistics /  
Procurement / Back Office & HR  
Operations

## EXPERIENCE

**Sales Support Coordinator**  
**Osterberg - Orana Group**  
**Dubai, UAE**  
**April 2025- October 2025**

- Supported & Managed day to day administration to meet SOP's
- Maintained inventory, asset list & safety stocks of products and samples.
- Acted as point of contact with distributors for the purpose of sale of items.
- Coordinated with factories in Vietnam and Egypt for production as per order received.
- Coordinated with 3PL and 4PL companies for import purposes.
- Assisted in preparing import export documents such as PKL, BL, AWB, COA, HC and manual invoices for logistical operations.
- Coordinated with embassies for attestation of required by the specific country to where goods are being exported.

## EXPERTISE

- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership

## LANGUAGE

- English
- Hindi
- Malayalam

## HR Executive

**SRJ Solutions - DU Telecom Channel Partner  
Dubai, UAE**

**September 2021 - September 2024**

- Managed the end-to-end recruitment process, including job postings, screening, interviews, and hiring, ensuring KPI's are met.
- Acted as the contact for third-party IT vendors for various support functions.
- Coordinated employment visa processes and renewals in compliance with UAE labor laws.
- Coordinated with the HR Manager to develop & maintain SOP's through policies, maintain database of employee records, and assisted in payroll preparation.
- Addressed & assisted in visa applications with PRO in accordance with local labor laws as well as IT support, resolved employee conflicts, and drafted official documents, organized employee welfare trainings and office activities to foster a positive work environment.
- Managed off shore call centers across multiple states in India, assisting in their day to day operations.