



# SHASHANK S SUVARNA

Operations /  
Procurement / Supply  
Chain

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## Education

**Bachelor of Business Administration (BBA), Dr. NSAM First Grade College, Mangalore University – Nitte**  
2024

## Technical Skills

- MS Excel
- MS Word
- MS PowerPoint
- MS Outlook

## Languages

- English
- Hindi
- Kannada
- Tulu

## Professional Summary

BBA graduate with nearly 2 years of professional experience in operations and procurement, supported by hands-on internship experience in inventory and stock management. Experienced in vendor and supplier coordination, quotation and order processing, procurement documentation, inventory monitoring, delivery follow-up, shipment coordination and cross-functional support. Strong communication, analytical thinking, problem-solving and teamwork skills, with working knowledge of MS Office.

## Professional Experience

### Operations / Procurement Executive, Universal Trade Links

08/2024 – 05/2026 | Udupi, India

- Supported procurement and purchasing activities to meet day-to-day operational requirements.
- Coordinated with vendors and suppliers for quotations, order processing and procurement follow-ups.
- Maintained purchase records, invoices and procurement documentation with attention to accuracy.
- Followed up with suppliers on deliveries to support timely receipt of materials and products.
- Monitored inventory and stock levels and supported stock management activities.
- Coordinated with internal departments to support smooth workflow and timely operational execution.
- Assisted with inventory tracking and shipment coordination.

### Inventory / Operations Intern, Universal Trade Links

08/2023 – 12/2023 | Udupi, India

- Managed stock for Tata food products including tea powder, coffee powder and other products.
- Handled stock-in and stock-out activities to maintain accurate inventory records.
- Coordinated product movement from distributors to retailers to support timely availability.
- Organized and monitored stock storage to support smooth day-to-day operations.

## Core Skills

- |                                        |                                        |
|----------------------------------------|----------------------------------------|
| • Supply Chain Coordination            | • Procurement & Purchasing             |
| • Inventory Monitoring & Stock Control | • Purchase Records & Documentation     |
| • Cross-functional Coordination        | • Communication & Interpersonal Skills |
| • Analytical Thinking                  | • Problem Solving                      |

## Extracurricular Activity

Kabbadi – Karnataka State Level