

SUPREET KAUR

Logistics Coordinator

Brampton, ON · (647) 819-0650 · Supreetkaur1604@outlook.com

PROFESSIONAL SUMMARY

Detail-oriented logistics professional with 4+ years of hands-on experience in warehouse operations, inventory management, and supply chain coordination across high-volume environments including Amazon Fulfillment, Canadian Tire, and Lululemon. Proven track record of maintaining order accuracy, streamlining picking and packing workflows, and ensuring on-time shipments. Adept at team leadership, safety compliance (WHMIS), and operating warehouse management systems. Seeking to leverage operational expertise and process-improvement mindset in a Logistics Coordinator role.

CORE COMPETENCIES

Supply Chain & Inventory Mgmt	Transportation & Freight	Warehouse Operations
TMS / ERP Systems	Microsoft Excel & Office Suite	Order Processing & Tracking
Team Leadership & Training	Customer Service	Safety & WHMIS Compliance
SQL & Database Basics	Problem Solving	Time Management

PROFESSIONAL EXPERIENCE

Warehouse Associate | Amazon Fulfillment Centre

Brampton, ON

- Processed high volumes of inbound and outbound shipments in a fast-paced fulfillment environment, maintaining accuracy rates above 99%.
- Operated warehouse equipment (forklifts, pallet jacks, scanners) safely and in compliance with all health & safety protocols.
- Coordinated with team members to consistently meet daily productivity targets and KPIs.
- Conducted quality checks on incoming and outgoing shipments, identifying and resolving discrepancies before dispatch.
- Organized inventory in designated storage areas to optimize space utilization and streamline retrieval processes.
- Mentored and trained new associates on operational procedures, safety guidelines, and warehouse management systems.

Warehouse Picker | Canadian Tire Distribution Centre

Brampton, ON

- Accurately selected and picked products based on order specifications, achieving high fulfillment accuracy in a large-scale distribution center.
- Used RF scanners to locate, track, and verify items across warehouse zones, reducing mis-picks.
- Assisted in regular cycle counts and inventory reconciliation, reporting discrepancies to supervisors.
- Collaborated with team to streamline picking routes and improve overall workflow efficiency.
- Maintained clean, safe, and organized work areas in compliance with safety standards.

Warehouse Packer | Lululemon Athletica

Mississauga, ON

- Operated packaging machinery efficiently while upholding strict quality control standards for a premium retail brand.
- Packed, labeled, and prepared outbound orders for timely shipping, meeting tight dispatch deadlines.

- Inspected products prior to packaging to identify and remove defective or damaged goods.
- Monitored packaging supply levels and proactively communicated restocking needs to prevent workflow disruptions.
- Trained new team members on packing procedures, machinery operation, and safety measures.

Supervisor / Lead Customer Service Rep | Subway

Mississauga & Oakville, ON

- Supervised a team of 6+ employees, coordinating daily scheduling, task delegation, and adherence to operational procedures.
- Managed inventory and supply ordering, ensuring stock availability and minimizing waste through accurate forecasting.
- Conducted daily cash reconciliation, deposits, and end-of-day reporting with zero discrepancies.
- Trained new hires on service standards, food preparation, POS systems, and compliance requirements.

EDUCATION

Post-Graduate Certificate — Computer Software & Database Development | Lambton College

Toronto, ON

Bachelor of Science — Computer Science | Khalsa College, Guru Nanak Dev University

Amritsar, India

CERTIFICATIONS & TRAINING

- WHMIS Certification
- First Aid & CPR
- Threat Assessment & Management
- Customer Service & Standards Training
- Note Taking & Report Writing
- Slip, Trip & Fall Prevention

LANGUAGES

English (Fluent) · Hindi (Fluent) · Punjabi (Native) · Urdu (Conversational)