



# LOGATEVI SATHIVELU

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## PROFESSIONAL SUMMARY

Detail-oriented professional with over two years of experience in administrative management and logistics operations. Proven ability in handling compliance documentation, regulatory paperwork, and inventory control within the remanufacturing sector. Currently pursuing a Bachelor of Management (Hons) at USM to integrate strategic leadership with practical operational expertise.

## EDUCATION

**Bachelor of Management with Honours in Strategy and Organizational Behaviour** 2024 – Present

Universiti Sains Malaysia (USM) | Current CGPA: 3.40

**Diploma In Logistics & Supply Chain Management** 2020 – 2023

Politeknik Nilai | CGPA: 3.16

## WORK EXPERIENCE

**Administrative Executive (Remanufacturing) | Edaran Pekemas Berhad, Shah Alam, Malaysia** Jan 2023 – Present

- Managed full-cycle vehicle registration and strict compliance documentation processes, ensuring 100% adherence to regulatory standards.
- Coordinated remanufacturing operational records, maintaining high data accuracy for production and compliance tracking.
- Ensured timely processing of critical internal and external documentation, reducing administrative bottlenecks and improving turnaround times.
- Supported internal audit procedures by preparing comprehensive documentation and ensuring full compliance with organizational requirements.
- Resolved complex dealer registration issues by preparing specialized supporting letters (Confirmation, Repunch, and Amendment letters).
- Facilitated cross-functional coordination between dealers, runners, engineers, and accounts departments to streamline delivery processes.

**Logistics Assistant | CSM Distribution Centre, Kota Kemuning, Malaysia** Mar 2022 – Aug 2022

- Optimized inventory control and order processing activities to maintain high fulfillment accuracy.
- Maintained meticulous records for outgoing goods and delivery schedules, ensuring real-time shipment visibility.
- Administered Warehouse Management System (WMS) updates, performing final dispatch checks to eliminate shipping errors.
- Tracked and monitored delivery orders to guarantee on-time dispatch and meeting customer SLAs.
- Collaborated with warehouse teams to resolve physical-to-system stock discrepancies through regular cycle counts and stock checks.

## CERTIFICATIONS & TRAINING

- Internal Auditor Training 2025
- Dangerous Goods Management (DGM) 2024

## SKILLS

- Logistics:** Warehouse Management Systems (WMS), inventory tracking, and stock counting.
- Safety & Compliance:** Dangerous Goods (DGM) handling and Internal Audit procedures.
- Software:** Microsoft Excel and Outlook for reporting and correspondence.
- Languages:** Tamil (Native or Bilingual Proficiency), Malay (Working Proficiency), English (Working Proficiency)

## REFERENCE

- Ms. Pei Yin | HR Admin, Edaran Pekemas Berhad | 03-58701120 | [epsbhd22@gmail.com](mailto:epsbhd22@gmail.com)
- Dr. Norizan | Academic Advisor, Universiti Sains Malaysia | 04-6532298 | [norizanbaba@usm.my](mailto:norizanbaba@usm.my)