

## Interview and CV preparation

# Guide on Technical skills for Logistics and Supply Chain



### What are technical skills?

Technical skills are the specialized knowledge and expertise required to perform specific tasks and use specific tools and programs in real world situations. Diverse technical skills are required in just about every field and industry, from IT and business administration to health care and education.

In fact, many entry-level positions across industries require basic technical skills, such as cloud computing in Google Drive and navigating social media platforms. Examples of more advanced technical skills that a job might require include programming languages, technical writing, or data analysis.

Technical skills, sometimes referred to as hard skills, that your resume/cv should always show the practical knowledge you use in order to complete tasks.

This guide will help you with the technical skills companies are expecting to see listed on your resume/cv based on the career field you are applying for.



### What is Logistics and Supply Chain management?

Supply chain operations are a necessary and highly detailed part of any production process and successful businesses around the world rely on efficiency in this area to keep product moving, supplies stocked and customers happy. The knowledge and skills required to be successful in this field are ever-changing, as computing and transportation technology develop supply chains that are faster, more intricate and more complex than ever before.

Logisticians are in charge of managing a business or organization's supply chain—their work falls under the broader umbrella of supply chain management (SCM). Typical job duties include developing relationships with suppliers, ensuring all materials are transported on time, understanding customer needs and finding ways to minimize the cost of moving goods and materials.



Within this career field we can find different roles you can work on, and each one has its own unique requirement you need to have included in your CV.

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## General skills needed

Firstly, let's have a look at some general skills useful in this career field which you should include in your CV.

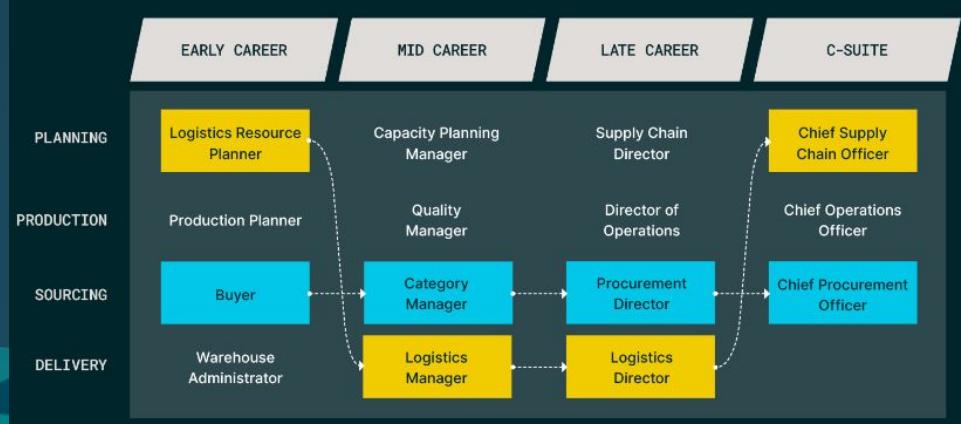
### General hard skills:

- Account Management
- Business Development
- Business Operations
- Client relations and support
- Cost and/or Efficiency Analysis
- Databases for Sales Leads
- Industry Knowledge
- Inventory tracking
- Procurement process follow up
- Project Management
- Relationship Management
- Research & Analysis
- Streamlining Processes
- Vendor Sourcing

### General soft skills:

- Interpersonal skills
- Attention to detail
- Critical thinking
- Decision making
- Time management
- Problem-solving skills
- Innovation
- Accountability

**Supply chain career paths are not always linear.**  
Move across functions or develop a specialization.



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## CV examples

### PROFESSIONAL SUMMARY

Experienced Logistics Specialist fluent with ERP, supply chain, inventory management, business reporting and logistics software. Known as master strategic, possessing exceptional attention to detail and "no problem too big or small" mindset. Solid background in financial analysis and client relations in international logistics hubs.

### WORK HISTORY

**Logistics Specialist, 06/2014 to Current**  
CALIBRE Systems Inc. - Palatine, IL

- Supervised compliance measures regarding domestic and international tariffs and customs regulations.
- Directed inter-modal domestic and overseas import and export operations to ensure proper maintenance of schedules in alignment with deadlines.
- Processed sales orders and handled administrative functions like bookkeeping, purchasing, tracking and credit applications.

**Logistics Tracker, 03/2010 to 02/2014**  
United Production INC - Huntville, IL

- Offered data driven recommendations aligned with overall company strategies and prioritized process improvement initiatives.
- Received incoming calls and messages and addressed or triaged phone requests.
- Negotiated agreements between employees to clarify misinterpreted directions and resolve conflicts affecting performance.

**Logistics Team Member, 04/2006 to 12/2010**  
Arina - Coppell, IL

- Collaborated with shipping department staff to facilitate smooth materials returns to correct vendors.
- Completed timely data entry of new orders, labeled containers and placed in accurate storage locations.
- Collaborated with new and established vendors to negotiate optimal pricing and scheduling.

### EDUCATION

Associate of Applied Science, Logistics Management  
Chicago Professional Center - Wheeling, IL

### CONTACT

**Address :** Greenacres City FL 33484  
**Phone :** (305) 555-5555  
**Email :** example@example.com

### SKILLS

- Validating supplies
- Overseeing deliveries
- Import/export requirements knowledge
- Inventory restocking
- Shipment coordinating
- Account managing

### SKILLS

**SAP Materials Management**      **Operations Research**  
**AutoCAD**      **Supply Chain Management**  
**Minitab**      **Project Management**

### PROJECTS

#### \*Design of Process Layout using Systematic Layout Planning\*

**Intern** - Dec 2017 - May 2018

- Responsibility was identifying the under utility of a grinding machine which hampered the productivity of the entire manufacturing line.
- Redesign of the manufacturing line to accommodate manufacture of 3 similar components from different customers ensuring highest productivity of the line.
- Responsible for manpower reduction and elimination of unnecessary worker movement on the line to improve both machine and worker productivity.
- Usage of Systematic Layout Planning technique to redesign and achieve a balanced line.
- AutoCAD, Excel and Plan Opt tools were used to design the layout and achieve reduction of man power.

### EDUCATION

#### Master of Science- Purchasing and Supply Chain Management

**San Jose State University** Sep 2019 - Present

- Exposure to modules on Purchasing, supply chain, materials management, logistics and many more.
- Entrepreneurial projects and business simulations so you gain hands-on experience in the area of strategy.
- Targeted seminars which focused on leadership and management as well as career building skills.

#### Bachelor of Engineering- Industrial Engineering and Management

**Northeastern University** Jun 2014 - May 2018

- Was able to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics.
- Formulate and analyze problems in complex manufacturing and service systems by comprehending and applying the basic tools of industrial engineering such as modeling and optimization, stochastics, statistics.
- Design and develop appropriate analytical solution strategies for problems in integrated production and service systems involving human capital, materials, information, equipment, and energy.

### COURSES

#### SAP Materials Management

**Radiant TCO, Bangalore, Karnataka, India**

- Understood how to Implement SAP MM completely.
- Understood SAP MM implementation using example of existing global firm.
- The course covers all tasks which are performed within the supply chain, including consumption based planning, purchasing, vendor evaluation. It also includes inventory, production planning, and complete



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### Steps to take for interview prep

- Refresh your fundamentals
- Research the company to gain an understanding of their work culture
- Prepare technical and soft skill interview questions and answers
- Prepare a portfolio to demonstrate any previous work or skills
- Be aware of your strengths and areas of improvement and have an idea of how you will improve in these areas.

### Questions which are helpful to prepare

There would be a mix of standard behavioral questions and technical questions to assess your skills and where you would be most utilized within the company during your internship.

1. What is supply chain management?
2. What would you do if your warehouse ran out of stock?
3. Which skills are needed to be successful in supply chain management?
4. Are you updated on current supply chain management trends?
5. What supply chain management software have you used?
6. What do you consider to be key elements in inventory planning and management?
7. What planning process do you use to manage and track products and materials?
8. What's your process for handling cost efficiency through strong relationships with suppliers?
9. What type of forecasting method do you prefer?
10. Explain what is Anti-Dumping duty?
11. Explain the term deadweight tonnage?
12. What are the activities performed at operational level in logistics?