

CONTACT

VIVEK BABU

✉ vivek.tv57@gmail.com

☎ +971 563811141

📍 Dubai / Near Al mulla plaza



OBJECTIVE

To attain excellence in the professional world by gaining experience and exposure and help the company grow in whatever way I can through hard work and determination. Can work efficiently in a group as well as an individual.

EXPERIENCE

06 2013 - 01 2022

- **Operation Executive**

Aramex Courier Service (Dubai)

Tacking OFD reports, Debriefing GC return shipments, Handling Aramex locker system & mobile outlet, Communicating with customers and solving complaints through email & phone call & other duties assigned by the team leader

02 2012 - 05 2013

- **Cad Draftsman**

Cube Design Studio, Trivandrum (Kerala)

Auto Cad 2D Drafting Planes Elevation Section

04 2010 - 01 2011

- **Cad Draftsman, Site Supervisor**

S Square Architect, Trivandrum (Kerala)

Visiting sites checking work quality and building materials availabilities. Auto Cad 2D drafting Planes Elevation Section

EDUCATION

2008 to 2010

- **Civil (ITI)**

Mp College Trivandrum

2006 to 2008

- **Higher secondary**

- **SSLC**

SKILLS

- Expert understanding of software applications, including data warehousing programs and reporting tools
- Leadership skills that have been utilized in managing daily workflow, supporting fellow coworkers, and developing process improvement initiatives.
- Excellent attention to detail that assist in inventory management, supply ordering, shipping and receiving

LANGUAGES

- English, Hindi, Malayalam, Tamil

PERSONAL DETAILS

- Date of Birth : 15 01 1989
- Nationality : Indian

COMPUTER KNOWLEDGE

Excellent in Microsoft Excel, AutoCAD, Revit