



VINU VIJAYAN

PROFILE

To Pursue a career in an organization having a global vision, which encourages creativity and offers an opportunity to learn and develop both in professional and personal aspects.

CONTACT

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VISA TYPE

Employment Visa

AVAILABILITY TO JOIN: IMMEDIATELY

PLACE : ABU DHABI ,UAE

DRIVING LICENSE

**Having valid U.A.E
License (Manual)**

PASSPORT DETAILS

M 9448762

ISSUED: 27/07/2015 EXPIRY:

26/07/2025

PERSONAL DETAILS

DOB: 25/05/1987

NATIONALITY: INDIAN

LANGUAGES KNOW: ENGLISH, HINDI, ARABIC

WORK EXPERIENCE

Green Mountain Hygiene Items Trading

Mach 2022 – Till Date.

Warehouse In charge

Romana Water Industries, Dubai U.A.E (Zubair Corporation)

Warehouse In charge

Starlight Airlines, SAIFZONE U.A.E

Sep 2011–June 2014

Operations Coordinator

Schneider electric June

2006–July 2011

Logistics Coordinator

SKILLS

Hardworking and focused

Team Player

Analytic and Problem resolving

Timely and Accurate

COMPUTER SKILLS

- SAP /N-GAGE/ERP/WMS/VIENNA
- MS OFFICE
- CALOGI
- MIRSAL II

Job Responsibilities: (Green-Mountains-Hygiene Items Trading)

- Directs the activities of, and has responsibility for, subordinates in warehouse and shipping department
- Managing warehouse having more than 2000 SKU'S and transportation staff Complying with safety rules
- Responsible to maintain inventory within the financial guidelines and goals
- Handling – **Vienna** Software
- Manage and maintain drivers and helpers payroll
- Develop and maintain positive relationships with staff and all internal departmental personnel existing and future shipment carriers and couriers
- Responsible for the proper handling of incoming products through the receiving docks, and stocking and handling of components
- Responsible for the preparation of all necessary paperwork and the coordination of all necessary activities required to package and ship materials and products required to satisfy customer requirements
- Responsible for developing, implementing and maintaining departmental and individual goals & performance measures.

Job Responsibilities: (Romana Water Industries)

- Maintaining stock arrangements for sales
- Daily morning physical stock verification and reconciliation as per system stock.
- Sending daily stock verification & reconciliation report to reporting managers.
- Handling – SAP , N-Gage Software
- Handling of ERP –Software
- Familiar with all stock related entries in SAP software.
- System Loading sheet preparation for vehicles in SAP/ N-GAGE.
- Stock uploading in SAP.
- All stock related adjustment entries in SAP software.
- Generating all system reports (Stock/Sales)
- Familiar in handling of PDA machines and related problems solving.
- Able to handle all day to day operational issues and works under pressure.
- Maintaining proper cleanliness of warehouse and premises.
- Updating all necessary Safety/Functional documentation/permissions for warehouse.
- Problems solving of co-working operational staff that works under my supervision.
- Preparation of daily attendance time sheet Overtime report of warehouse employees.
- Handling of all warehouse operations in any pressure.
- Maintaining stock report and electronically scanning and filing all related documents.

Job Responsibilities :(Starlight Airlines)

- Worked as a Sales Coordinator
- Contacting companies for Air, Sea & Land shipments.
- Do follow up through e-mails, phone calls to get enquiries.
- Once enquiry received, acknowledged enquiry by mail.
- Coordinating with Shipping lines for FCL/LCL rates.
- Coordinating with Airlines for Air freight rates.

- Sending Quotation to enquired queries within hours.
- Do follow up for the quotation by convincing and get business.
- Arrange meeting with Client for finalizing business.
- Once Air shipment confirmed, book the shipment in our account (ERP software-AWARE).
- Book the shipment on the next flight and give the Airway bill no. and flight details to the customer.
- Coordinate with client for preparing freight documents (IDG, NON-DGR, DGD forms)
- Coordinate and bring the shipment on time to the airport operation team.
- Coordinate with operation team to execute the shipment and to accept in Airlines.
- Follow up with operation team to get loaded the shipment on time on flight.
- Once flight departed get the flight details and intimate customer with Airway bill, routing and ETD/ETA details.
- Once Sea shipment confirmed book the shipment with shipping lines for the next vessel and for container release.
- Booking of shipment in Calogi (Online freight booking)
- Online Customs clearance in Mirsal II (online customs clearance)
- Arrange transporter and give release to collect and place container in client's warehouse for loading.
- Do follow up with customer for on time completion of container loading and lashing and to place container back in port before Cutoff time.
- Pass BOE and send to shipping lines for customs formalities.
- Giving BL instructions of the shipment to shipping line.
- Once Draft BL received, check and confirm for preparing Master BL.
- Follow up with shipping lines for vessel loading as per schedule.
- Prepare Proforma Invoice and send to customer for payment arrangement.
- Do follow up for on time payment arrangement.
- Electronically scanning and filing all related documents of shipment.
- Maintain daily report for all enquiries and shipments.

Job Responsibilities: (Schneider electric)

- Worked as a **Logistic Coordinator**.
- Preparation of **cargo** once invoice is received. To create **trackers** which include the shipment details such as **Invoice number, date of receipt, Mode of shipment** and **consignment terms**.
- Forward invoices to warehouse **to pack/consolidate** the cargo.
- **Follow up** with accounts for finance approval of the Invoices.
- Sending invoices to **Carburization/Legalization**.
- Prepare the **Packing list** of respective consignments.
- **Arrange** vehicle by calculating the CBM or contact customer to arrange the vehicle based on INCOTERMS.
- Booking of **courier** as per the mode of transport.
- Do online customs **clearance**.
- Application of online **export bill** along with **Exit/Entry- Certificate** (where duty deposit is applicable)
- Send packing list to operation for **loading**.
- Preparation of consignment note and arrange the vehicle for **customs** for **inspection**.
- Electronically **scanning and filing** all related documents along with shipping out from Exceed (WMS).
- Handling all **related issues** that arise in the above operations and ensure that all the **processes** and **procedures** are followed for an **excellent** and **timely shipment** to customer.
- **Deal with transporters, Purchase department** and **Forwarding companies**

Educational Background:

- 2006: Diploma in H.M.C.T [HOTEL MANAGEMENT AND CATERING TECHNOLOGY] from Academy of Management Studies under university of Madras, IATA Board of Canada, Madurai Kamraj University
- 2005: Completed Higher Secondary in Commerce from Thonnakkal Higher Secondary School under University of Kerala, Thiruvananthapuram