



SANJAY V S

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Objective

I am seeking employment in progressive esteemed organization, which provides opportunity to sharpen my professional skill development and execution of job by positive contribution to the organization.

Skills And Abilities

- Validating Supplies
- Evaluating Proposals
- Shipments Coordinating
- Inventory Restocking
- Overseeing Deliveries
- Proficiency with Microsoft Office Suite tools and other software as required

Experience

- **DRIVER LOGISTICS LLP(COCHIN, INDIA)** OCT 2020 - FEB 2022
LOGISTICS COORDINATOR CUM WAREHOUSE INCHARGE
 - Receives and records new inventory as it is delivered; inspects and stores it according to policy
 - Conducts physical inventory, compares results to computerized inventory, and reconciles any difference
 - Arrange transportation and coordinate deliveries to stores/distributors without delay
 - Expediting the receiving and shipping of goods, and ensuring efficient, organized storage.
 - Ensures that all stock is stored in correct locations in the warehouse.
 - Strategically manage warehouse in compliance with company's policies and vision.
 - Manage all logistic activities through the process to make sure established deadlines are met
 - Develop and create various document folders and organize these to easily searchable and accessible libraries
 - Completing financial reports on a regular basis and providing information to the finance team
 - Handling day to day cash transactions regarding with warehouse operations
 - Updating and maintaining document management systems and physical records
 - Verifying balances in account books and rectifying discrepancies
 - Reviewing computer reports for accuracy and meticulously tracing errors back to their source
- **INTERWAY LOGISTICS(COCHIN, INDIA)** NOV 2018 - SEP 2020
LOGISTICS EXECUTIVE
 - Generation of picking lists, lorry receipts(LR), E-way bill and maintaining all these data in both consolidated and different excel sheets
 - Keeping the all transaction details (purchase and sale) accurately
 - Negotiate pricing and sourcing details with vendors
 - Preparing tax invoices

- **TVS LOGISTICS LIMITED(COCHIN, INDIA)**

SEP 2017 - OCT 2018

- DEPUTY LOGISTICS OFFICER

- Customer relationship with B2B.
- Negotiate with clients in non payment cases
- Preparing financial documents such as invoices, bills, and accounts payable.
- Managing day-to-day transactions.
- Assess products, services, and vendors

- **A & M AGENCIES(COCHIN, INDIA)**

JUNE 2016 - JULY 2017

- COMMERCIAL EXECUTIVE

- Overseeing of both inbound and outbound activities. Scanning, stacking and labour management.
- Measuring and reporting the effectiveness of warehousing activities and employee performance
- Organising and maintaining inventory area.

Education

- **Calicut university**

Bachelor of commerce

2014

- **IATA**

Diploma in logistics and supply chain management

2015

PERSONAL SKILLS

- Open minded hard worker with strong analytical and problem solving skills
- Strong analytical, decision making, and negotiation skills.
- Through working knowledge in computerized environment .
- Systems involving Microsoft office packages

Personal Details

- Date of Birth : 09/12/1993
- Marital Status : Single
- Nationality : Indian
- PASSPORT NO : N4655705
- VISA STATUS : VISIT VISA
- VISA EXPIRY : 17/08/2022

Languages

- ENGLISH
- HINDI
- MALAYALAM

Reference

- **RAJESH T V - "DRIVER LOGISTICS LLP"**

MANAGER

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