



VIJAY K

CONTACT



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CAREER OBJECTIVE

A Post Graduate Diploma in Logistics and Supply chain Management from STED COUNCIL, India IN 2020. Result-driven professional with a Warehouse management, Logistics management offers proven management experience. Looking for Middle level management positions.

EXPERTISE

- LOGISTICS MANAGEMENT
- SUPPLY CHAIN MANAGEMENT
- INVENTORY CONTROL
- CUSTOMER SERVICE
- WAREHOUSE MANAGEMENT
- MATERIALS HANDLING
- TIME MANAGEMENT
- OPERATION PLANNING
- TEAM WORK

TECHNICAL SKILLS

Software:

- MS Office
- Excel
- PowerPoint
- SAP

Operating System:

- Windows
- Linux
- Ubuntu

PROFILE

Gender : Male

Date of Birth : 24/11/1998

Blood Group : A+

Marital Status : Single

Nationality : Indian

Passport No : V4782554

Languages Known: English, Hindi,
Tamil, Malayalam

WORK EXPERIENCE

1. STORE KEEPER

MANAMA PACKAGING INDUSTRY W.L.L

PURSUING (1year)

2. LOGISTICS ASSISTANT

XPRESSBEES PVT. LTD. KERALA] INDIA

(DEC 2020- DEC 2021)

Study related (**PG DIPLOMA in LOGISTICS AND SUPPLY CHAIN MANAGEMENT**)

-Internship done here.

ROLES AND RESPONSIBILITY

1. Coordinate activities related to Dispatching, Routing, Tracking, of transport
2. Coordinating the shipments loading and unloading activities
3. Solving problems of co-workers related our work
4. Ensure the received shipping items are good condition
5. Assisted with employee relations and productivity
6. Working quickly and efficiently to make sure all items are received, stored
Picked & packed at the right time
7. Oversee and coordinate warehousing activities
8. Maintain records of daily data in loading and unloading products
9. File all import export shipment documents
10. Assisted with general logistical functions

3. SALES EXECUTIVE (part time)

BISMI HYPERMARKET ERNAKULAM, KERALA [INDIA

(JUL 2019 – MAR 2020)

ROLES AND RESPONSIBILITY

1. Communicating with the customers about the products
2. Ensure the stocks receiving and refilling activities
3. Handling customer questions, inquiries, and complaints
4. Ensure the customers satisfaction
5. Ensure the customer's needs and wants
6. Participating the sales team meetings

EDUCATION

❖ **PG DIPLOMA in LOGISTICS AND SUPPLY CHAIN MANAGEMENT**

STED COUNCIL, 2020

❖ **BA TRAVEL AND TOURISM MANAGEMENT**

CALICUT UNIVERSITY 2016-2019

CERTIFICATIONS & ACHIEVEMENTS

1. Certificate of best employee award from Bismi Hypermarket January 2020
2. Certificate in Awareness in Travel&Tourism and Awareness in Cargo Handling from Speedwings academy.
3. Certificate of Aviation Awareness and Awareness in CRS (Galileo, Amadeus) From speedwings academy.