



# U KALIDAS

## LOGISTICS AND ACCOUNTS

Visa Status : Visit Visa  
Validity till : 13/08/2022  
Passport Number : S5173506  
Nationality : INDIA  
Date of Birth : 7th January 1997  
Age : 25

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DUBAI, UAE.

Aswathy, Near railway station,  
Cherukunnam, Varkala po  
695141, Kerala, India.

## ABOUT ME

I am a talented, ambitious and hardworking individual, with broad skills and experience in warehouse operations and management, auditing and Tally ERP 9. Furthermore, I am adept at handling multiple tasks on a daily basis competently and at working well under pressure.

## TECHNICAL (IT) SKILLS

- Microsoft Excel (Working Experience 1 year)
- Microsoft Word (Working Experience 1 year)
- Tally ERP 9 (Certified on 2021)
- Vlookup & Hlookup
- Outlook

## CERTIFICATIONS

- Chartered Institute of Logistics and Transport (CILT) UK. - 2021.
- Bachelor of Commerce - 2018
- Tally ERP 9 with GST - 2021.
- SAP Basic Training - 2021.
- Air Cargo - 2021.

## PERSONAL SKILLS

- Problem Solving to tackle any obstacles
- Time Management to increase productivity
- Leadership skills to guide everyone right
- Creativity to think out of the box
- Project management to manage task flow
- Adaptability to any conditions or situations
- Negotiation skills to bargain
- Communication skills in English and Hindi

## LANGUAGES

- ENGLISH - FLUENT
- HINDI - FLUENT
- MALAYALAM - FLUENT

## WORK EXPERIENCE

### WAREHOUSE OPERATIONS AND MANAGEMENT.

Logiware supply chain solutions (Ernakulam, Kerala)  
February 2021-April 2022

Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods. Organize and maintain inventory and storage area. Ensure shipments' and inventory transactions' accuracy. Maintain items record, document necessary information and utilize reports to project warehouse status. Interface with customers to answer questions or solve problems. Identify areas of improvement.

### INTERNAL AUDIT EXECUTIVE

Muthoot Finance Ltd (Pune, Maharashtra)  
May 2019-June 2020

Branch visit under the region and preparing audit reports. Efficiency of Audit & Timely rectifications of irregularities. Ensure 1 hour training is provided to branch staff, Provide accounts and IT training to the new joiners, Punctuality & Discipline, Additional initiatives Newly taken. Ensure smooth functioning of branches. Ensure customer satisfaction. Staff appraisal and training on new work methods. Maintaining records for future references.

## EDUCATIONAL BACKGROUND

### DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT (CILT). -2021

School of Logistics Management and Technology,  
Ernakulam, Kerala, India.

Completed with 80% and above in all subjects

### BACHELOR OF COMMERCE (BCom) - 2018

University of Kerala  
Completed in First class

### TALLY ERP 9 - 2021

Micron Computers, Kerala, India.  
Certified Tally practitioner.