



**Vijeesh Puthupully Vijayan**  
Operations Officer

## Contact

**Mob:**

+91-9048516544

**E-mail:**

vijeesh.austin@gmail.com

**Address:**

Puthupully House,  
No.7/297-F,  
Thathapilly, Thathapilly P O,  
Ernakulam  
Pincode-683520  
Kerala, INDIA

## Key Skills

- Willingness to Learn
- Positive Attitude
- Good Communication
- Work without Supervision
- Adaptability
- Time Management
- Motivation
- Self-Confident
- Problem Solving

## Languages Known

- |           |   |   |   |
|-----------|---|---|---|
| English   | ● | ● | ● |
| Hindi     | ● | ● | ● |
| Tamil     | ● | ○ | ○ |
| Malayalam | ● | ● | ● |

## Career Objective

To be an integral part of an organization where I can apply my knowledge and skills to add value to the organization and continuously improve my career.

## Career Profile

### Operations Officer

Alpharub Trading and Manufacturing Pvt. Ltd.  
(DECEMBER, 2012 – to till date)

#### Key Responsibilities

- Overall supervision of the day to day purchase and sale billing accurately.
- Planning and coordinating with the Managers for the daily dispatch of natural rubber with proper documentation.
- Preparing purchase/sales contracts, bills, register and updating (manually) the records on a daily basis.
- Computerized maintenance of Warehouse and Godown stock registers.
- Coordinating with Traders, Buyers and Graders for the smooth functioning of transportation and documentation.
- Preparing purchase/sales report for filing the monthly return to government authorities.
- Preparing MIS report for reporting to management.
- Implemented & utilized MIS format to track the performance and productivity of the Trading Team.
- Performing any routine clerical tasks request by Office Managers.
- Completing forms in accordance with company procedures.
- Procurement of office computers, laptops and other peripherals which are best in the industry according to the company needs.
- Solving minor issues of computers and other peripherals.

### Warehouse Stock Clerk – Logistics Department

SPINNEYS DUBAI LLC  
(MAY, 2011 – AUGUST, 2012)

#### Key Responsibilities

- Processing orders in SAP Software.
- Co-ordinate with HO for on-time receipt of the Purchase orders.
- Processing Purchase order for Dubai, Abu Dhabi, Sharjah, Oman and Bahrain.
- Prepare Invoices for retail stores of Spinney's in different locations across UAE, Oman and Bahrain.

## Education

**Bachelor of Commerce** (B.Com)  
Mahatma Gandhi University, Kerala,  
INDIA (Passed out in 2004)

**Higher Secondary** schooling from  
Kendriya Vidyalaya, Cochin Port  
Trust, Kerala, INDIA (Passed out in  
2001)

## Other Qualifications

**IELTS** passed from BRITISH  
COUNCIL

## Courses Completed

**Office Automation** from  
INTERNATIONAL INSTITUTE  
OF INFORMATION  
TECHNOLOGY, INDIA (in 2001)

Certificate Course in  
**INFORMATION TECHNOLOGY**  
from CMC LIMITED, INDIA (in  
2002)

Certificate Course in **UNIX, C  
& C++** from CMC LIMITED,  
INDIA (in 2002)

Diploma in **SOFTWARE  
TECHNOLOGY** from CMC  
LIMITED, INDIA (in 2002)

- ◆ Booking (nearly **8.7Cr INR business**/month) and updating all the local supplier invoices on a regular basis.
- ◆ Coordinating with suppliers to ensure on-time delivery.
- ◆ Prepare monthly local purchase order report.

### Operations Officer [Insurance Dept.]

KEYNOTE WEALTH MANAGEMENT LTD  
(NOVEMBER, 2007 – APRIL, 2011)

#### Key Responsibilities

- ◆ All India coordinator for the insurance business operations.
- ◆ Collect MIS data from all locations on time for monthly MIS reports.
- ◆ Implemented & utilized MIS format to track the performance and productivity of the Business Team.
- ◆ Preparation of MIS and reporting to the TOP Management.
- ◆ Handling insurance business software with the coordination of software support team.

### Fulfilment and Billing Executive

RELIANCE COMMUNICATIONS LTD.  
(NOVEMBER, 2006 – NOVEMBER, 2007)

#### Key Responsibilities

- ◆ CAF (Customer Application Form of Corporates) uploading done through Clarify. (Clarify is a software generated for uploading CAF's of Corporate Customers.)
- ◆ Preparing reports of day to day sales made by the Sales Team.
- ◆ Getting stock from Warehouse and maintaining up-to-date register.
- ◆ AV (Address Verification) updating done through Simplify. (Simplify is a software generated by Reliance for updating the Address verification done.)
- ◆ Cash Collection against FWP (Fixed Wireless Phones) Handset & Banking the same without fail.
- ◆ Dispatching fulfilled CAF to Town Office for auditing.
- ◆ Taking Daily report of CAF upload done for further Customer Care activities.
- ◆ Coordinating with Channel Sales Team for smooth uploading of CAF and assuring that the CAF's are reaching the Circle Office for audit within the stipulated time period.
- ◆ Coordinating with other Circle offices for their Multicity Fulfilment activities.

## Administration Skills

- ) In-depth knowledge of office procedures.
- ) Ability to maintain a high degree of privacy and confidentiality.
- ) Able to spend long hours sitting and using office equipment and computers.
- ) Proficient in MS Office applications.
- ) Can work without supervision.
- ) Providing individual administrative support to specific executives or senior managers.
- ) Ability to read, analyse and interpret correspondence and documents.
- ) Ability to work closely with other company departments.

## Interests

- ) Traveling
- ) Sports
- ) Photography
- ) Listening to Music
- ) Gardening
- ) Getting updated on latest and innovative technology.

## Office Assistant/Computer Operator

KONKAN STORAGE SYSTEMS (P) Ltd.  
(NOVEMBER, 2004 – NOVEMBER, 2006)

### Key Responsibilities

- ◆ Planning and Coordinating for daily despatch of petroleum products with clients & customs department.
- ◆ Computerized Weigh Bridge Operation.
- ◆ Data Entry of text based and numerical information from source data into company databases within time limits.
- ◆ Maintain daily stock registers of the Products.
- ◆ Planning and coordinating with subordinates for smooth and safe working environment in the terminal with maximum efficiency.

## Personal Details

Date of birth : October 31, 1983

Sex : Male

Nationality : Indian

Marital Status : Married

Father's Name : P.U.Vijayan

Mother's Name : C.V.Chandrika

Passport Number/Expiry : R0531241, 11-05-2027

