**Date of birth:** 11/05/1986

**Nationality:** Indian

**Gender:** Male

## CONTACT

Thanal House, Panayil PO
690504 Nooranad, India

## ABOUT ME

To assertively and aggressively gain personal recognition, status, prestige, and worth by augmenting through professional development and inspire/ execute success for self and the team, while respecting cultural, moral, and religious ethics.

## WORK EXPERIENCE

**22/02/2012 – 30/06/2020** – New Riggae, Kuwait

**Warehouse supervisor**

Vectrus ( US ARMY Defense Contract )

1. Supervise warehouse employees and oversees daily operations.
2. Perform general maintenance of machinery used in the warehouse.
3. Enforce all company rules and regulations.
4. Ensure a high degree of details and focus on every job.
5. Manage customer service requests promplty and resolve issues quickly.
6. Inspects conditions of tools and equipment.
7. Organize stock and merchandise within the warehouse.
8. Maintain accurate records of products that have been stocked and update the database with an accurate representation of all goods shipped and received.
9. Verify all incoming shipments to be accurate by comparing the invoice to the order and ensure all goods are in excellent condition.
10. Monitor and report any missing or lost inventory to management.
11. Properly pack items to be shipped according to company standards to ensure they arrive in excellent condition.
12. Organize and sort items on shelving, bins and overhangs according to company standards.
13. Accurately maintain company database including all stocks and warehouse items.
14. Reliably retrieve items from within the warehouse to be processed and shipped.
15. Maintain a clean and safe work environment.
16. Maintaining and updating the personal details of all employees working in the shift.

**12/2010 – 02/2012** – Karunagapally, India

**Sr. BPO Executive**

Sai BPO Services Ltd.

1. Pre Process the incoming project with respect to the allocation process.
2. Maintain and prepare the files as per the requirement and priority.
3. Assisting programmer for the development of the Software for individual projects.
4. Calculating the time and manpower required for the project.
5. Organizing suitable vendors for each project.
6. Deliver the files as per the requirement and capabilities of the vendors.
7. Assisting the vendors with the training process.
8. Monitor the performance of the team related to accuracy and quality of the work.
9. Direct calls and respond to the queries
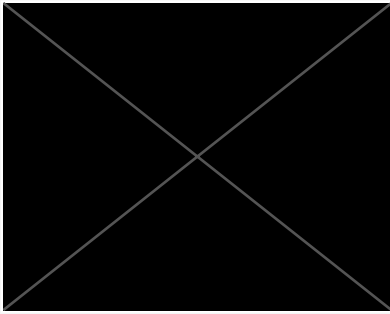
10. Uploading the 100% quality check files to the clients within the time period.

**06/2009 – 12/2010** – Malapauram, India

**Site Assistant**

IGNITE Interiors

1. Preparing and maintaining the timesheet log.
2. Collecting the quotation for the required work job.
3. Managing and arranging the labor for the work.
4. Purchasing the construction materials from the dealers.
5. Maintaining the expense sheet.
6. Type the correspondence, report, and other related documents.
7. Informing the unresolved issues to the superiors.
8. Maintain office files.
9. Maintain records of receipts.

**04/2008 – 05/2009** – Luanda, Angola

**Logistic Assistant**

EMECOF

1. Assess and organize logistics as per the transport availability.

2. Preparing a detailed procurement program plan for required material and availability.

3. Preparing receipts for international shipment, port clearance, and timely delivery of the container.

4. Keep track of the container's availability and requirement.

5. Allocating the required number of containers at various sites as per the demand.

6. Follow up on the container's status and condition.

7. Follow up clearing agent, shipping, and the insurance company.

8. Submitting situation report on stock, equipment, and position and status of each container.

9. Monitor the use of resources within the guideline and rules of the firm.

## EDUCATION AND TRAINING

**01/03/2004 – 03/2008** – North Maharashtra University, Umavi Nagar,, Jalgoan, India

**Bachelors Of Business Administration**

North Maharashtra University

https://www.nmu.ac.in/

**02/2000 – 05/2002** – Vhss Chatiyara High School, Chathiyara, Thamarakulam, India

**Higher Secondary School Examination**

Vocational Higher Secondary School

https://www.icbse.com/schools/vhss-chathiyara-qkw1vw

**03/2002** – Dayawati Modi Academy 2, Modipuram, Modipuram, India

**Secondary School Examination**

Dayawati Modi Academy

https://dma1.in/

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Malayalam

**OTHER LANGUAGE(S):**

**English**

| Listening | Reading | Spoken production | Spoken interaction | Writing |
|-----------|---------|-------------------|--------------------|---------|
| C2 | C2 | B2 | C1 | C1 |

**Hindi**

| Listening | Reading | Spoken production | Spoken interaction | Writing |
|-----------|---------|-------------------|--------------------|---------|
| C2 | C2 | C2 | C2 | C2 |

**Tamil**

| Listening | Reading | Spoken production | Spoken interaction | Writing |
|-----------|---------|-------------------|--------------------|---------|
| C1 | A1 | B1 | B1 | A1 |

## DIGITAL SKILLS

Microsoft Office / Microsoft Word / Microsoft Powerpoint / Microsoft Excel / Outlook / Social Media / Zoom / Google Drive / LinkedIn / Skype / Google Docs / Tableau Software / Internet user / R languague / - SQL – Basic

**Professional Skills**

Decision-making / Organizational and planning skills / Conflict resolution / Team-work oriented / Motivated / Critical thinking / Good listener and communicator / Analytical skills / Creativity / Presenting / Responsibility / Flexibility

## HONOURS AND AWARDS

**29/04/2021**
**The Fundamentals of Digital Marketing** – Google Digital Garage
Digital marketing is the act of promoting and selling products and services by leveraging online marketing tactics such as social media marketing, search marketing, and email marketing.

https://learndigital.withgoogle.com/link/1qsdpcedm9s

**08/10/2021**
**Google Data Analytics** – Coursera
the Google Data Analytics Professional Certificate have eight courses, developed by Google, that include hands-on, practice-based assessments and are designed for introductory-level roles in Data Analytics. With the help of tools and platforms including spreadsheets, SQL, Tableau, and R to prepare, process, analyze, and share data for thoughtful action.

https://www.credly.com/badges/7de82e65-28d8-466b-bf33-cac87b1ac5cd?source=linked_in_profile