

NIDHIN KUMAR S

PROFESSIONAL SUMMARY

Results-driven accounting and logistics professional with over 4 years of comprehensive experience in financial management, procurement, inventory control, and administrative coordination. Proven expertise in managing purchase orders, supplier negotiations, bank reconciliations, and end-to-end logistics operations within fast-paced environments.

EXPERIENCE

❖ ACCOUNTANT/COORDINATOR - 1.1 Years -Present

GECOLINE INTERNATIONAL TRADING LLC, DUBAI, UAE

- Draft and issue RFQs based on specific customer project requirements, followed by timely follow-ups to get the orders.
- Prepare Purchase Requisitions (PR) and Purchase Orders (PO) in alignment with customer requirements.
- Negotiate pricing, terms, and delivery conditions with suppliers for cost-effective procurement.
- Preparation monthly purchase register and sales register for to meet the organizational goals.
- Proper handling of inventory and forecasting stock requirements to ensure smooth operations and avoid shortages or overstocking.
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- Reviewing supplier invoices and processing payments in accordance with agreed payment term.
- Monthly Bank reconciliation and journal entries to maintain proper supplier and customer accounts.
- Arrange end-to-end logistics services, including supplier material collection and delivery of customer orders, ensuring timely and cost-effective transportation.
- Identify cost-saving opportunities in procurement, warehousing, and transportation. Contribute to continuous improvement initiatives for better supply chain performance.
- Guided laborers on workplace safety, material handling, and the urgency of tasks to ensure operational efficiency.

❖ SENIOR ASSISTANT(3.5 Years)- MRF LIMITED, MAHARASHTRA, INDIA



- Prepare monthly inventory forecasts and reports based on the analysis of sales data to ensure optimal stock levels.
- Set and monitor product-wise sales targets in rupee value and Product categorized targets.
- Created sales orders, invoices, and delivery notes in alignment with purchase orders, ensuring accurate documentation and smooth transaction processing.
- Prepared Goods Forwarding Notes and E-Way Bills to facilitate the accurate and compliant delivery of materials, ensuring adherence to transportation and regulatory requirements.
- Created customer-generated claims and managed the settlement of materials based on inspection reports, ensuring resolution accuracy and compliance with company policies.
- Ensured compliance with GST regulations while preparing invoices, E-Way Bills, and other statutory documents.
- Oversaw daily warehouse operations including receiving, storage, order fulfillment, and shipping to ensure timely and accurate delivery of goods.
- Managed inventory control processes to maintain accurate stock levels, reduce shrinkage, and optimize storage space utilization.
- Coordinated with procurement and sales teams to forecast inventory requirements and plan replenishment's accordingly.
- Managed transporters and warehouse staff to ensure timely delivery, accurate handling, and proper documentation of material.

EDUCATIONAL QUALIFICATION

CGPA

- Master of Business Administration(MBA)-Finance and Logistics- (08/2018-05/2020) **8.3/10**
Noorul Islam Centre for Higher Education-Tamil Nadu, India
- Bachelor Of Commerce with Computer Application(B.com) – (07/2015-04/2018) **7.0/10**
University of Kerala,India
- Higher Secondary school(HSC)- Commerce-(05/2013-03/2015) **8.2/10**
Govt.Vocational Higher Secondary School-Kerala, India
- Secondary School (SSLC) –(06/2010-03/2013) **7.1/10**
Govt.Vocational Higher Secondary School-Kerala, India

SOFTWARE PROFICIENCY

- SAP
- ERPNext
- Microsoft Office

LANGUAGES

- English
- Hindi
- Malayalam

SOFT SKILLS

- Attention to Detail
- Active Listening
- Leadership
- Initiative and Drive
- Problem-Solving
- Communication

PASSPORT AND VISA DETAILS

Passport No : U6756879
 Date of Issue : 09/09/2020
 Date of Expiry : 08/09/2030
 Nationality : Indian
 Visa Type : Employment Visa

ACADEMIC PROJECTS

Internship Project-Kerala Transport Company(KTC)

WMS software provides real-time visibility into stock levels, locations, and movement, reducing errors and minimizing stock-outs or overstock situations. WMS systems enable better organization and allocation of warehouse space, maximizing storage capacity and reducing handling times.

Organizational Study- Kerala Ceramics Limited

Conducted a comprehensive organizational study to analyze workflow efficiency, operational processes, and resource management. Gathered and analyzed data through observations, and document reviews to provide actionable recommendations.

PERMENENT ADDRESS

Sudhin Bhavanam
 Chunakkara North
 Chunakkara P.O
 Mavelikkara,Alappuzha
 Kerala,India

CURRENT ADDRESS

No.24, 38B Street
 Al Quoz 1, Dubai, UAE