

ABHISHEK K K

Date of birth: 17/07/2000

Nationality: Indian

Location: Dubai | UAE

Phone number: +971 581480124

Email address: kkabhishek001@gmail.com

LinkedIn: <https://www.linkedin.com/in/abhishek-k-k-639057272/>

Profile

Motivated and detail-oriented **logistics professional** with hands-on experience in **EXIM documentation, inventory management, warehouse operations, fleet coordination, and supply chain processes**. Adept in managing **procurement activities**, supporting **transport planning**, and maintaining accurate **logistics documentation**. Committed to enhancing **operational efficiency, cost control, and regulatory compliance** through strong **organizational, analytical, and technical skills**. Seeking a challenging position in **logistics, warehouse management, procurement, or transport coordination** where I can leverage my expertise to support seamless operations and contribute to business growth.

Work Experience

08/2023 – 09/2024

India

Spare Parts and Store Incharge | East India Motors (Yamaha), Kuttiyad, Kerala

- Oversaw inventory control, ensured proper storage, and supported store team operations.
- Coordinated sales and delivery of spare parts ensuring timely dispatch.
- Monitored replacement procedures and maintained optimal stock levels.
- Streamlined store documentation and facilitated internal reporting.

05/2023 – 07/2023

India

Export Import Documentation Intern | ISB (International Shipping Bureau), Cochin, Kerala

- Assisted in preparing key export-import documents: Bill of Lading, Commercial Invoice, Certificate of Origin, Packing List, etc.
- Gained practical exposure to INCOTERMS, custom clearance, and shipping coordination.
- Participated in end-to-end logistics and freight documentation processes.

Key Competencies and Skills

- **EXIM Documentation & INCOTERMS** – Skilled in managing documentation for import/export compliance and international trade terms.
- **Warehouse & Inventory Management** – Oversight of material handling, storage planning, and stock audits.
- **Procurement & Supply Coordination** – Assisting in vendor communications, purchase tracking, and order processing.
- **Fleet Management** – Supporting transport operations, route planning, and delivery scheduling.
- **Advanced Excel & SAP ERP** – Proficient in spreadsheet analysis, inventory systems, and transaction processing.
- **Export Logistics & Documentation** – Experience in Bill of Entry, Commercial Invoices, Packing Lists, and other regulatory documents.
- **MS Office & Communication Tools** – Skilled in MS Word, internet research, and business correspondence.
- **Organizational Support** – Able to coordinate teams, resolve logistic issues, and maintain compliance documentation.
- **Stock Reconciliation & Dispatch Monitoring** – Ensuring inventory accuracy, minimizing discrepancies, and overseeing dispatch schedules.
- **Freight & Transport Coordination** – Engaging with freight forwarders, transporters, and ensuring timely delivery of shipments.
- **Logistics Reporting & MIS** – Generating daily/weekly reports, analyzing logistics KPIs, and supporting data-driven decision-making.

Education & certifications

- Diploma in Logistics and Supply Chain Management | SCM International Business School, Kochi | University of Petroleum and Energy Studies | 2022 – 2023
- Bachelor of Business Administration (BBA) | Kadathanad Arts and Science College, Vadakara | University of Calicut | 2018 – 2021

Computer Proficiency

- Advanced Excel 2019 | SAP | MS Word | Email & Internet

Languages

- English | Malayalam | Hindi

Achievements & Interests

- Volunteer – RRT (Covid-19 Response Team)
- Captain – College Football Team
- Interests – Travel, Sports

References

- Available upon request.

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I take full responsibility for the accuracy and authenticity of the details presented in this resume. I am committed to maintaining the highest standards of professionalism, integrity, and accountability in any role I undertake. Furthermore, I strongly believe that my educational background, practical experience, and dedication to continuous improvement allows me to make a meaningful contribution to the organization I am part of. I am eager to apply my knowledge and continue learning in a dynamic and growth-oriented environment.