



KIRAN R S

NEBOSH CERTIFIED LOGISTICS ASSISTANT



CAREER SUMMARY

A highly organized and detail-oriented logistics assistant with experience in supporting logistics and inventory operations. Proven ability to work collaboratively with cross-functional teams, manage multiple priorities, and maintain accuracy in high-pressure environments. Proficient in tally software, and able to troubleshoot and resolve logistics issues quickly and efficiently. Adept at managing inventory, coordinating local shipments, and ensuring timely delivery to meet customer needs.



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SOFT SKILLS

- Logistics coordination
- Strong Communication skills
- Creative thinking
- Inventory management
- Shipping and receiving
- Data analysis
- Problem-solving
- Time management
- Attention to Detail
- Flexibility
- Self Development
- Change and Adaptability
- Organizational skill

COMPUTER SKILLS

- MS- Excel- Vlookup, Hlookup
- MS- Power point
- MS-Word
- Tally-ERP
- Email
- Google Drive
- Google Sheet.
- Zebra Designer-3

PROFILE

- Gender - Male
- Date of Birth- 27/02/1996
- Nationality - Indian
- Marital Status- Married
- Visa Status- Employment visa
- Passport Expiry- 14/10/2028
- Location -Al Nahda, Dubai

LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM
- TAMIL



ACADEMIC HISTORY

BA. Sociology

Course completed from Glocal University, Saharanpur [2018-2021]

Diploma in Mechanical Eng.

Course completed from Central Polytechnic College, Trivandrum [2014-2017]

Higher Secondary Education

Study completed from Govt. Model Boys HSS Attingal,Trivandrum with aggregate 83% [2012-2014]



EXPERIENCE

Premier INTL General Trading Logistics Assistant & Warehouse Supervisor

(August 2022 - Present, Dubai, UAE)

- Custodian of Warehouse Inventory management operations.
- Assisted the inventory management by tracking stock levels, Receiving and processing orders.
- Responsible for warehouse storage space optimization, ABC analysis, and implementation.
- Implement stock loss action plans formulated as a result of stock-taking.
- Reviewed and monitored the extent of damages in the warehouse and come up with control measures such as a proper damage reporting system, regular inspections, proper training, etc.
- Coordinated the in and out stock movements; including the schedule of pickups, delivery tracking, and shipping documents preparing(Commercial invoice, packing list, Country of origin certificate from Dubai Chamber of Commerce, CPIP APPROVAL from Dubai Municipality).
- Liaise with other departments such as the sales and purchasing department for the smooth running of logistics operations.
- Ensured the warehouse's safety regulations were met.
- Analyzed logistics data; collected and analyzed logistics data to identify improvement and cost savings areas. Also made reports on logistics performance and presented findings to logistics and inventory manager.
- Coordinated pick and packing of orders.
- Proficient knowledge of warehouse management systems.
- Provide regular updates on pending orders, stock transfers.

CERTIFICATIONS

- NEBOSH International General Certificate In Occupational Health and Safety- Level 3
- Institution of Occupational Safety and Health(IOSH)- Managing safely
- Fire Safety & Rescue Essential Training for Occupational Health and Safety Environment measurement and its importance.

PROJECTS

- Design and Implementation of Smart Seat For Handicap people.(Diploma Mech Eng.)
- The Role of Social Media in Today's Social Movements. (BA Sociology)

ACHIEVEMENTS

- Achieved 25 million sales in 1 year at Belstar MFI and awarded Best Sales Executive of the South Region.
- Awarded the top Employee in Monthly wise sales for 6 months in a row in the south region.
- Hit and exceeded sales by 20% for 6 months in a row.

- Liaise with business inventory managers for monthly shrinkage data and prepare and share the final report.
- Manage the expiry product identification and share the visibility data reports with the logistic manager.
- Manage the disposal or RTV of expired and obsolete goods to ensure high-quality standards are maintained in the company warehouse.
- Oversee the physical stock count process, review stock count results in conjunction with the logistic manager, and reconcile the figures by auditing physical stock movements.
- Review overall warehouse operations from a risk management perspective; identify health and safety-related hazards and take preventive actions to eliminate them.
- Regularly communicate to the team members on operational performance and upcoming orders.

Belstar Microfinance Private Ltd.

Sales officer-Customer service Executive (March 2019 - November 2021, Trivandrum, India)

- Led full-time sales and grew branch revenue by 200% in the first 9 months.
- Marketing and selling Company's loan products and services to customers through field visits, Phone calls other marketing channels.
- Understand customer needs and recommend the right loan product and services on the basis of customers' financial situation, business needs, and repayment capacity.
- Provided financial education to the potential customers in order to help them make informed decisions about their finances; this involve explaining the terms of microfinance products and services, as well as the risks and benefits of borrowing money.
- Track and manage loans; track and manage loans to ensure that they are repaid on time. This may involve collecting payments, handling defaults, and working with customers to resolve problems.
- Build relationships with potential customers and referral sources in order to grow the business. This may involve attending community events, networking with other professionals, and providing excellent customer service.



EXPERIENCE (PART TIME)

Exatech- Online Exam Centre Lab Supervisor(March 2021 - April 2022)

- Supervisor at online Assessment Centre.
- Led team with 30 members.
- Successfully conducted public exams like UPSC, SSC, RAILWAY, BANK Tests, Nursing Exams, etc
- Supervised Mocks tests for TCS(Tata Consultancy Service), Aptech.
- Installation of the ILEON TCS operating system and trained team members to use it in a correct manner.