



## ABHIJITH RAVINDRAN

### PROFILE

Warehouse assistant with over 3 years of experience providing strong multi-tasking skills with ability to simultaneously manage several tasks. Excellent warehouse management skills, inventory management and client, customers, and equipment and service providers. Following Good manual/automatic driving skills & Have UAE manual Driving license holder.

### CONTACT

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UNITED ARAB EMIRATES.  
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### PERSONAL DETAILS

MARITAL STATUS: MARRIED  
PASSPORT NO: N5851444  
NATIONALITY: INDIAN

### LICENCE DETAILS

LICENSE TYPE: LIGHT VEHICLE  
LICENSE NO: 4626216 (MANUAL)  
EXPIRY DATE: JAN/2026

### KEY SKILLS AND CHARACTERISTICS

\*DUBAI TRADE \*MS EXCEL \*CALOGI \*ABILITY TO WORK COLLABORATIVELY AS PART OF A TEAM \*COMMUNICATION SKILLS  
\*PROBLEM SOLVING \*WORKING UNDER PRESSURE \*QUICK LEARNER  
\*DRIVING SKILLS.

### EXPERIENCE

#### WAREHOUSE ASSISTANT

**DHL LOGISTICS LLC - JANUARY/2024- PRESENT**

**DANZAS AEI EMIRATES LLC - APR/2021-DEC/2023**

**LOCATION - DAFZA & DUBAI CARGO VILLAGE, UAE.**

To ensure that offloading, put-away, picking and packing processes for inbound and outbound operations with related documentation are performed efficiently at Warehouse. Tasks to be carried out in a timely and as per safety guidelines to ensure customer satisfaction. Segregate cargo based on the ATA / Manifest once it is delivered to the warehouse. In case of damages, fill the Materials Discrepancy Note (MDN) or other forms, file the same and highlight the case to the Shift in Charge. Conduct the stock checks, cycle counts, etc. as may be assigned by the SIC from time to time to optimum inventory accuracy. Acting like shift-in-charge to ensure to update the MDN report in system and making delivery manifest for outbound. Making shift PD report in daily basis. Contact with Sky cargo Team and DNATA team to update our pending cargo/shipment. Ensure to book and close the ADM for direct shipment.

ASSISTANT BRANCH RELATIONSHIP MANAGER (JUL/2017-JAN/2021)

RELATIONSHIP OFFICER (JAN/2015-JUN/2017)

**MUTHOOT MICROFIN LTD-KERALA, INDIA.**

Ensure to prepare daily, weekly, and monthly demand, collection, and performance report. Maintain to arrange staff and customer meetings. Checking documents, application forms, bank passbooks, and company registers and correcting errors. Doing field visit and giving extra classes to the staff and clients. Follow up Daily, weekly, and monthly collection repayments and target achievements. Answered, screened, and transferred an average of 40 telephone calls per day. Developed office operational guidelines for staff members increasing efficiency.

### EDUCATION

**BACHELOR OF COMMERCE(BCOM)-2018**

ANNAMALAI UNIVERSITY – TAMILNADU, INDIA.

DIRECTOR OF DISTANCE EDUCATION (**PURSUIING**)

**BACHELOR OF BUSINESS MANAGEMENT(BBM)-2015**

MANGALORE UNIVERSITY – KARNATAKA, INDIA. (**PURSUIING**)

**COMMERCE STUDIES-2012**

CHEMNAD JAMA-ATH HIGHER SECONDARY SCHOOL.

KERALA BOARD, INDIA. (**COMPLETED**)

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