

ABHISHEK K K

Date of birth: 17/07/2000
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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), Kuttiady, Kerala <ul style="list-style-type: none">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 <ul style="list-style-type: none">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.