

VIGNESH K

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Professional Overview

A graduate with a diploma in logistics and supply chain management with coordinating experience in Logistics field and proven skills in logistics coordinating, inventory management & import clearance. Passionate about securing a role in logistics and supply chain field and aiming to contribute my knowledge and skills to drive success and growth in the organization

Work Experience

Inventory coordinator

(Jan-2023 to August 2024)

Aluminum Centre Taliparamba, Kannur

- Coordinate regular stock counts and reconcile them with system records
- Coordinating with the customers with delivery details
- Managing of delivery documents (POD, INV, E-way bill, LR)
- Ensure shipments and inventory transactions accuracy
- Confer and coordinate activities with other departments
- Ensure timely and accurate picking, packing and shipping of products
- Contacting the suppliers and make sure for the smooth delivery of the consignment
- Confirming the stock availability of the product and process the delivery

Logistics Coordinator Mumbai

(August 2019 to June 2021)

Classic Shipping Services Masjid, Mumbai

- Preparing Bill of Entry and Bill of Lading
- Preparing the documents after receiving the invoice and packing list
- Monitoring shipments and coordinate with operation team members for timely clearance of imports shipments
- Send and Monitor duty request and uploads are sent to Client on time
- Coordinate about requirements of the respective clients immediately upon receipt of invoice / packing list
- Submitting the Documents at the port for customs clearance
- Clearance of Goods from the port to the destination
- Coordinate with CHA and Customs formalities
- Coordinate with Suppliers and Customers of documents for operations
- Collecting payments and duties

Education

Bachelor Degree

(June 2018-June 2021)

Igno University

Bachelor of arts in English

Diploma (Lazzaro Academy Payyannur)

(May 2018-April 2019)

Diploma in Logistics and Supply Chain Management (1Year)

Higher Secondary -Tagore Vidyaniketan (Computer Science)

Technical Skills

Microsoft Office, Excel, ERP, Windows, Peachtree, Tally

Personal Details

India, Kerala

Dob: 25-04-1996

Passport No: R6075213