



Jibin T Thomas

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Passport no: W2858323 | Date of Expiry: 12/06/2032
Visa type : Visting | Date of Expiry: 4/07/2025

Profile

Detail-oriented logistics and warehouse professional with expertise in supply chain management, inventory optimization, and data operations. Seeking a challenging role as a Logistics Executive, Warehouse Executive, or Data Operations Executive where I can leverage my skills in inventory control, procurement, and supply chain coordination to enhance operational efficiency and streamline business processes. Adept at demand forecasting, data analysis, and SAP-based logistics operations, ensuring seamless stock movement and cost efficiency.

Work Experience

2023 – 2024
India

Logistics & Warehouse Executive | Elite Foods Pvt Ltd

- Created and managed purchase orders (POs) and inter-company POs in SAP for smooth inventory operations.
- Monitored daily stock and packing reports, ensuring inventory accuracy and minimizing discrepancies.
- Processed daily indent preparation using Microsoft Office and uploaded data into SAP for stock management.
- Oversaw stock checking, billing, and e-way bill processing, ensuring timely order dispatch and compliance.
- Generated business intelligence reports on daily operations, enhancing data-driven decision-making.
- Optimize workflow processes to enhance efficiency and productivity within the warehouse.
- Coordinate with the logistics team to ensure timely order processing and delivery.
- Supervise the dispatch of goods, ensuring accuracy and adherence to delivery schedules.
- Collaborate with transportation providers to facilitate the movement of goods to and from the warehouse.
- Maintain accurate records of inventory, transactions & warehouse activities.
- Implement measures to maintain product quality standards throughout the storage and handling processes.
- Utilize warehouse management systems or software to manage inventory and streamline operations.

Key Competencies & Skills

- Logistics & Supply Chain Management**– Fleet coordination, procurement, vendor management, and order fulfillment.
- Inventory Management**– Stock optimization, demand planning, and warehouse operations.
- Data Operations & Reporting**– Advanced Excel, SAP data entry, purchase order management, and business intelligence reporting.
- Warehouse & Dispatch Operations**– Order picking, shipment tracking, invoicing, and e-way bill generation.
- Customer Handling & Coordination**– Client communication, issue resolution, and stakeholder collaboration.
- Software Proficiency**– SAP, Bizom, Microsoft Excel, Word, LibreOffice, and E-District operations.
- Procurement & Vendor Negotiation**– Sourcing suppliers, negotiating contracts, and ensuring cost-effective procurement.
- Compliance & Documentation Management**– Maintaining accurate logistics records, regulatory compliance, and audit readiness.

Education

- **Post Graduate Diploma in Logistics and Supply chain management**
NSDC | Medhavi Skill university,sikkim | Nexora academic 2023-2024
- **Bachelor of Business Administration (BBA)**
University of kerala 2019-2022
- **Higher Secondary (plus two)**
Group : Computer Science | Government of kerala
CVKM HSS East kallada 2016-2018
- **High school**
Government of kerala | KRKPM BHS & VHSS, Kadampadan 2016

Technical Skills

- SAP (Purchase Order & Inventory Management)
- Microsoft Excel (Pivot Tables, Data Validation, Reports)
- Microsoft Word
- LibreOffice Bizom Software (Inventory & Reporting)

Languages

- English - Working Proficiency
- Tamil - Intermediate proficiency
- Malayalam - Native

Certificates

- University of Kerala (BBA)
- National Skill Development Corporation (NSDC)
- Institution of Industrial Research and Development Confederation (IIRDC)

NEXORA | Academic specialisation certificate

- Supply Chain Planning Operations
- Supply Chain Performance Measures
- Warehouse Management
- Logistics Transportation and operations
- Strategic Sourcing
- Integrated Logistics Strategy
- Air cargo Logistics

Declaration

I hereby declare that the information provided in this resume is true and correct to the best of my knowledge and belief. I take full responsibility for the authenticity of the details mentioned above.

Jibin T Thomas