



Jibin T Thomas

Nationality: Indian **Address:** Sharja, UAE **Phone number :** +971 507924814

Email address: Jibin922000@gmail.com

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 Executivewhere I can leverage my skills in inventory control, procurement, and supply chain coordinationto 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, Kadampanad 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 Mangement
 - Logistics Transportation and operations
 - Strategic Sourcing
 - Integerated 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