



VIGNESH K

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Profile

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.

Skills

Organisational skills

Time management

Inventory control

Supply chain experience

Critical thinking

Problem solving

Technical Skills

Microsoft Office

Windows

ERP

Tally

Personal Details

Nationality
India, Kerala

Date of Birth
25-04-1996

Marital Status
Single

Languages

English
Malayalam
Hindi
Tamil

Experience

Inventory Coordinator

Aluminium Centre, Kannur, Kerala

2023 Jan - 2024 Aug

- 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

2019 Aug - 2021 Jun

Classic Shipping Services, Mumbai

- Handling freight operations of Sea & Air Shipments
- Preparing the documents after receiving the invoice and packing list.
- Monitoring shipments and coordinate with operation team members for timely clearance of imports shipments.
- Oversee the preparation and processing of shipping documents, including bills of entry, customs declarations, and invoices.
- 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 for documents of the consignment.
- Collecting payments and duties.

Education

Bachelor Degree

2018 Jun - 2021 May

IGNO University

Bachelor of Arts in English

Diploma

2018 Apr - 2019 Apr

Lazzaro Academy, Payyannur

Diploma in Logistics and Supply Chain Management (1 Year)

Higher Secondary

Tagore Vidyaniketan (Computer Science)