

# Calvin Preeth Lobo

Asst. Merchandiser, Warehouse Coordinator

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Place: Dubai, UAE



## PROFILE

Results-oriented logistics specialist with four years of expertise in inventory control, transportation coordination, warehouse control with online trading companies. A track record of improving operational efficiency, minimizing expenses, and streamlining procedures. Strong analytical abilities and proficiency with logistics software to boost output. Outstanding communicator with a history of fostering connections with stakeholders and vendors. Devoted to providing outstanding service and on-time delivery in hectic settings. Attempting to use experience to support a dynamic logistics workforce.

## Work Experience

**Prakash Retail Pvt. Ltd (Harsha Electronics)-Mangalore, India**

**(Dec 2023 – Nov 2024)**

Harsha is recognized as the most Innovative Retailer in India with its 20 and more outstanding showrooms across Karnataka, India. Which specifically deals with all the electronic appliances as well as all the household items. Harsha being the most recognized and innovative retailer is also best in serving its customers with its in-house services.

**Job Title: Asst. Merchandising**

- ❖ Receiving and dispatching stocks and checking their physical condition while receiving them.
- ❖ Ensuring the Store Head about the excess/ short or damaged stocks while receiving the goods.
- ❖ Ensuring the stocks are stored in the allotted area of the back store/ warehouse and ensuring whether the stocks are stacked neatly in an orderly manner.
- ❖ Intimating the sales team about the stocks received during the day and resetting the back store and warehouse periodically.
- ❖ Conducting stock audits periodically and segregating and storing the defective stocks in an allotted space after registering it in the system.
- ❖ Ensuring the stocks are ready for deliveries and ensuring their packed for inter-branch transfer with proper outward documentation.
- ❖ Preparing of necessary documents for inward/ outward of stocks and preparing indents for refilling of stocks.

**Amazon (Kalpavriksha Logitech Services)- Mangalore, India**

**(Jan 2022 – Oct 2023)**

Amazon is a global retailer and a online shopping platform which features over 30 million products. Amazon is a global shopping platform with its fast and reliable delivery and a wide range of affordable merchandise with convenient payment options.

**Job Title: Warehouse Coordinator**

- ❖ Inventory Management: Coordinate and manage large appliances including receiving, storing, dispatching and shipping products.
- ❖ Assist in managing inventory levels and maintaining accurate stock records.
- ❖ Perform regular inventory audits and assist in reconciliation of discrepancies.
- ❖ Responsible for all routine vehicle maintenance of the delivery truck, van.
- ❖ Coordinate with shipping and receiving departments to ensure timely deliveries and shipments.
- ❖ Provide administrative support, including filing, data entry, cash deposits and preparing reports.
- ❖ Communicate effectively with team members and other departments to ensure smooth operations

**Flipkart (E-Kart logistics)- Mangalore, India**

**(Jul 2020 – Dec 2021)**

The Flipkart Group is one of India's leading digital commerce entities and includes group of companies like Flipkart, Myntra, and others. Flipkart has enabled millions of sellers, merchants, and small businesses to participate in India's digital commerce revolution. Flipkart also has a in-house logistics partner 'Ekart Logistics'

which is a leading logistics and a supply chain organization. Ekart's consistent excellency in consumer experience with reliable delivery and managing variability at scale.

**Job Title: Warehouse Coordinator**

- ❖ Provide suggestions within area of responsibility to Logistics Manager as needed
- ❖ Follow procedures in processing all non-conforming goods or returns as required
- ❖ Responsible for the coordination of incoming goods and daily dispatches as per requirements
- ❖ Provide support in the planning and tracking of the shipment of finished orders.
- ❖ Stay current with knowledge of dispatch, logistics planning, and effective supplier management
- ❖ Responsible for providing accurate reports to track performance and enable decision making
- ❖ Actively participate in continuous improvement and problem-solving activities within the unit.

**Education Qualification**

- ❖ Bachelor of Commerce -St. Aloysius College, Mangalore, India

**Software's**

- ❖ ERP9
- ❖ IBM Notes

**Skills**

- ❖ Advance Excel ERP with formulas
- ❖ Microsoft Office
- ❖ Tally
- ❖ Time Management
- ❖ Leadership

**Hobbies**

- ❖ Listening to Music
- ❖ Exploring new places
- ❖ Riding

**Certifications**

- ❖ Advance excel completion certificate
- ❖ Tally completion certificate
- ❖ Computer basics completion certificates
- ❖ Certificate of Appreccion by Flipkart (Vedant Enterprises)

**Personal Information**

- ❖ Date of Birth : 19 MAY 2002
- ❖ Address : Mangalore, Karnataka, India
- ❖ Language Known : English, Kannada, Hindi, Konkani
- ❖ Marital Status : Single
- ❖ Nationality : Indian
- ❖ Passport No : W1751284
- ❖ Visa Status : Two months tourist Visa

**Declaration**

I hereby declare that the above information is true to the best of my knowledge and I belief and I bear the responsibility for the correctness of the above-mentioned particulars.

**Place: Dubai, UAE**

**CALVIN PREETH LOBO**