**RESUME**



**VINAY**

**Email:** [**vinay.387990@2freemail.com**](mailto:vinay.387990@2freemail.com)

**OBJECTIVE**

View projects and processes through a broad lens while maintaining ability to focus on details. Energetic leader motivated to lead through example and positivity. Skilled at properly allocating personnel to work areas commensurate with their individual strengths and aptitudes. Develop spreadsheets and databases that optimize organizational efficiency and keep high volumes of information manageable and digestible.

**STRENGTH**

* Leadership and self-motivation
* Interpersonal and communication
* Continuous learner and willingness to improve with experience
* Optimum utilize of time with best use of knowledge and technology
* Confident, Positive Attitude Good listener and Quick learner
* Highly organized.
* Experienced in customer service.

**EDUCATION**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEGREE** | **INSTITUTION** |  | **UNIVERSITY/** |  | **MARKS** |  | **YEAR OF** |  |  |
|  | **BOARD** |  | **OBTAINED** |  | **PASSING** |  |  |
|  |  |  |  |  |  |  |
| MCA | Nirmala College of information and |  | MG university |  | **60%** |  | June 2015 |  |  |
|  |  |  |  |  |  |
| Technology,Chalakkudy |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **BSC** |  |  |  |  | **66%** |  |  |  |  |
| **PHYSIC** | Sreekrishna College Guruvayoor |  | Calicut University |  |  |  | April 2012 |  |  |
| **S** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  | Kerala Board Of |  | **69%** |  |  |  |  |
| **HSE** | P.C.N.H.S school Mookkuthala |  |  |  |  | March 2009 |  |  |
|  | Secondary Education |  |  |  |  |  |
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**EXPERIENCE**

**1. Logistics Coordinator: February 20th 2016-March 12th 2017.**

**MERLIZ LOGISTICS PVT. LTD – IINDIA**

**Responsibilities:**

* Advises Project Management group about correct shipping materials and required documentation and coordinates special arrangements with couriers.
* Oversees preparation of commercial invoices, letters of instruction and letters to other organizations and agencies involved in the successful transportation of packages including airport police.
* Manages all courier systems to prepare package address labels, invoices and other required documentation correctly, professionally within the prescribed timeline.
* Coordinating with sales, service and stock yard team for vehicle dispatch, Assign outsource transporters and In house drivers for vehicle transfer and Regular follow-up and status reporting regarding vehicle deliveries to branches and customers.
  1. **Logistics Coordinator: June 2ND 2017-september 12th 2018.**

**Right Logistics Private Limited - INDIA**

**Responsibilities:**

* Manage the maintenance, preparation and routing of purchase orders.
* Communicate with van lines and airlines to ensure prompt pick-up and delivery of shipmen.
* Assist and confirm status of units during the fitment process as and when required and Complete required daily/weekly reports on time.
* Responsible for co-coordinating a team consisting of service, delivery, collection, repairs and accounts receivable and Responsible for the acceptance, processing, and completion of all commercial cash and non-cash transactions, in accordance with policies and procedure.
* Coordinating materials movement from Global Distribution Centre to regional hubs and direct customers.

**COMPUTER SKILLS-Hardware & Software.**

* MS Office, Internet as a Business Promotion Tool, Operating Systems, Picasa, Adobe Photoshop.
* **Windows Family-** 98/XP/VISTA/Windows 7**, Linux Family-** Ubuntu operatingsystems.
* Configuring, Managing and Maintaining Networking Equipment, Managing and

Maintaining the Servers, PC’s, Routers and Switches.

* Wide knowledge of motherboard and circuit designs of monitor.
* Computer assembling and maintenance and Installing software and application to user standards.
* Implemented HP-Open view for network management.