**RESUME**

**VIPINDAS**

**Current Location:- Sharjah,UAE**

**Visa Status :- Convertible visit visa**

 **OBJECTIVE**



Seeking job with an organization of repute, which can provide me with a dynamic work sphere to extract my inherent skills as a professional, use and develop my aptitude to execute the responsibilities in the best possible manner.



**Industrial Exposures:**

* Regain as a dispatch coordinator after my abroad project at Qatar from 9TH AUGUST-18 to 07-10-2019

**Arabian MEP Con-LLC, DOHA,QATAR**

Worked As a position of **Stores Incharge** in Arabian MEP Contracting LLC , Doha, QATAR On Business Visa for 3 months from the period of 5th JUNE-18 to 5TH AUGUST-18.

* Musheireb,Doha Project, Lusail city Qatar Project and ISF Project (Internal security force, QATAR)

**Solve Distributor, Irinjalakuda, kearala, India**

Worked in Solve Distributor as a **procurement coordinator** since 05-09-2016 to 30-05-2018. Mainly deals with Pharmaceutical products.

Responsible for supporting the company Sales Team and ensuring that they have the tools, support and resources needed to set them apart from the competition.

**Job profile:-**

* managing all the sales related activity of the company.
* sending purchase orders to the companies as well as receiving orders from customers.
* undertake the orders from salesman to the respective pharmacies.
* Tracking sales orders to ensure that they are scheduled and sent out on time.
* supply chain coordination & Supporting the field sales team. .
* Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
* maintain stock in designated rack structure and be aware at reorder level of commodities.

**Key Skills and Competencies**

* Effectively communicating with customers in a professional and friendly manner.
* A fast learner who can quickly understanding and articulate new technologies and processes.

**Eternity Technologies FZ LLC**

Having **3 years** experience in Eternity technologies FZ LLC, Al Hamra/Al Jazeera,PO Box 35102, Ras Al Khaimah, UAE since 28-03-2013 to 05-05-2016

* + **Stores in charge & Logistics Functions.**
* **Worked under Finance Department in distribution section.**

**Job Nature:-**

* Forecasting the requirement of materials for production and also sale to the end user.
* Preparation of Materials purchase requisitions according to the schedule.
* Receives and inspects incoming materials both local and export.
* track material damages and discrepancies to claim documents.
* Making good receipt note against the received items in ORION/ERP system.
* Receiving LPO from the Customer and fulfill the deliveries.
* keeping of all stock materials in store at proper manner& Issuing and controlling consumables.
* Ensure that all issues are made against requisitions and that no items leave the store room without appropriate documentation or signature.
* Physical Stock count, Reconciliation and Disposal of excess, defective or obsolete stock as per the procedures & guidelines.
* Record keeping of BOM(Bill of Material)to maintain minimum stock.
* Providing complete& accurate information via telecommunication and through emails to maintain trust between a supplier and Customer.
* Responsible for timeline dispatch of orders to customers.
* Co-ordination with sales department for system invoicing& delivery notes.

**WORKS DONE through ERP-Orion 10.6**

* Preparation of Purchase requisitions both export& local.
* Creating GRN’s for all incoming materials and listing GRN’s.
* Taking daily stock list as well as monthly basis.
* Generating report of pending requisitions & PO list to follow up process.
* Issue miscellaneous to consumables location through MIS process.
* Conciliate with System Stock &Physical.

**Apollo Tyres Ltd**

1. have **7 years** experience in **Apollo Tyres Ltd**.,P.O Perambra-680689,Dist-Thrissur, Kerala.
	* **Incharge of Finished Goods Store.**
	* **Worked in commercial Department.**

**Job Nature:-**

**WORKS DONE through SAP.**

* Inwarding of Tyres, Tubes & Flaps. Both from Production & outside receipt.
* Preparation of stock statement of Tyres, tubes & flaps on daily as well as monthly basis.
* Purchase order creation through SAP.
* Invoicing –both Export & Domestic including those for Original Equipment customers.
* Taking perpetual inventory & monthly inventory.
* Goods receipt preparation from the outside materials.
* Preparation of VAT e-Consignment Declaration, e-Waybills and ASN creations.
* Taking Cenvat credit on Inputs and Capital goods & Export Documentation.
* Assisting in preparation and submission of Excise Returns to Central Excise Department.
* Warehouse management.
* Maintenance of Safety Equipments.
* Correlate with Supply chain Executives.

**WORKS DONE through MS Office**

* Excel – preparation & maintenance of stock reports, dispatch summary, statements.
* Word –preparation of official letters to various Regional Distribution Centres & Depos.
* Power Point –slide preparation for various departmental presentations.
* Basic awareness of Supply Chain Management.
* Materials management.
* Data Entry operations.
* Planning skills.
* Decision making.

**QUALITIES**

* + Love taking up challenges and to carry out the duty with honesty and sincerity.
	+ Enjoy working in a group and to share ideas, thoughts and views.
	+ Result oriented and consistent performance on a target that is to be achieved.
	+ Great interest in learning something new and unfamiliar.
	+ Willingness to learn and help.
* Successfully completed in Emergency First Aid Training at work (DCAS) from **TWI**

**QUALIFICATION**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **COURSE** |  |  |  | **BOARD** |  | **ACADEMIC YEAR** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | B.Com (Co-operation) |  | University of Calicut |  | 2008 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | I.T.C.National Trade |  | National Council for Vocational Training |  | 2003 |  |
|  | Certificate (Computer |  |  |  |  |  |  |  |  |  |
|  | Operator and Programming |  |  |  |  |  |  |  |  |
|  | Assistant) |  |  |  |  |  |  |  |  |  |
| **COMPUTER KNOWLEDGE** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | OPERATING SYSTEM |  |  | Windows |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | OFFICE AUTOMATION |  |  | MS-Word, MS-Excel.MS-Powerpoint |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | ERP |  |  | **SAP & ORION 10.6** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **PERSONAL DETAILS** |  |  |  |  |  |  |  |  |  |  |
| Name | : |  |  | VipinDas |  |  |
| Date of birth | : |  |  | 01.06.1985 |  |  |  |  |
| Nationality | : |  |  | Indian |  |  |
| Gender | : |  |  | Male |  |  |
| Marital status | : |  |  | Married |  |  |
| Leisure Pursuit | : |  |  | Reading, Listening to Music, Watching& Playing cricket |
| Linguistic Abilities | : |  |  | English, Hindi, Tamil, Malayalam |
| **PASSPORT DETAILS** |  |  |  |  |  |  |  |  |  |  |
| PLACE OF ISSUE | : |  |  | COCHIN |  |  |
| DATE OF EXPIRY | : |  |  | 21/09/2027 |  |  |  |  |

EMAIL : vipindas-396943@gulfjobseeker.com

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

**DECLARATION**

I, VIPINDAS, declare that the above details are true to the best of my knowledge and belief. I hope you will consider my application favorably and provide me an opportunity to serve in your esteemed concern. If you would have given a chance, I will discharge my duties to the utmost satisfaction of my superior.

 VIPINDAS