[Vipin.344789@2freemail.com](mailto:Vipin.344789@2freemail.com)

**OBJECTIVE**

Dexterous professional looking for a **Warehouse Assistant** position with utilizing experience in preparing orders, pulling materials and placing orders in delivery area to orchestrate smooth flow of shipment operations.

**PROFILE SUMMARY**

* An overall of 3 plus years of experience in **Warehousing, Cargo Handling and Customer Service.**
* Professionally Qualified in B.com and diploma in Shipping and Logistics.
* Practical and extensive knowledge of inbound and outbound check-in protocols for international transport of freight
* Positive, confident and conscientious individual with proficiency in handling warehouse duties such as order pulling, packing and labeling and timely delivery to customers. Hardworking and meticulous, owing to deep knowledge of maintaining quality control and efficiency of work processes within a warehouse environment.
* Knowledge and competence in Good Distribution Practice (GDP).

**CAREER HISTORY AND JOB PROFILE**

**Supervisor - EXCEL KOATING INDUSTRIES PVT LTD (Mar 24 2014 – Jan 11 2017)**

* Daily management of 11 warehouse team members to ensure smooth flow of parts throughout the entire process.
* Coordinate entire shipping process from customer order to delivery. Ensure customer satisfaction by managing team to achieve specific purchase order and delivery date based on priority.
* Complete daily inventory control based on part count variance. Analyze discrepancies and take action to ensure 100% reconciliation of inventory.
* Increased inventory accuracy by 1 % based on daily financial report during a 6 month period. Achieved ~ 125k in cost savings.
* Maintained 99% on time delivery of all high priority shipments based on customer request.
* Established procedures for verification of incoming and out-going shipments, handling and disposition of materials, and keeping warehouse inventory current.
* Managed and supervised the daily activities of Warehouse Associates in the fulfillment of customer orders and general warehouse operations.
* Assisted and maintained appropriate inventory levels and product loss control.
* Supported safety programs to reduce and eliminate employee injuries while conducting safety training at the branch.
* Ensured that a safe working environment is maintained at all times and that the appropriate safety regulations and policies are complied with.

**Customer Service Assistant - TEAM LEASE SERVICE LTD (Exclusive Partner for LARSEN AND TUOBRO) (May 15 2013 – Feb 10 2014)**

* Forwards information by receiving and distributing communications; collecting and mailing correspondence; copying information
* Coordinate with messenger and Debt collectors.
* Perform work related errands as requested such as going to the post office and bank.
* Serves customers by backing-up receptionist; answering questions; forwarding messages; keeping customers informed of debt status
* Updates job knowledge by participating in educational opportunities.
* Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
* Checks, corrects and maintains a variety of financial and other business records and documents.

**Cargo Assistant - GLOBAL AVIATION SERVICE (July 18 2012 – Jan 28 2013)**

* Direct and assist the team of Porters and Equipment Operators as required in cargo handling e.g., build-up and breakdown, acceptance and delivery, and documentation of cargo, courier and mail, in accordance with the requirements of the principals whilst complying with published performance standards.
* Inspect, validate against relevant documentation and count goods at every point of delivery, acceptance, breakdown and build-up ensuring that goods conform to relevant criteria and that they are dispatched / stored in accordance with standard work procedures and requirements.
* Perform manual and automated data input. Ensure data updates into relevant cargo systems are done accurately, are verified and completed within time standards.
* Ensure that safety and security procedures are complied with at all times while handling cargo.
* Perform the process of acceptance, delivery, build up and breakdown of cargo consignments.

**ACADEMIC QUALIFICATIONS**

**Bachelor of Commerce (**PSVM College of Arts and Science**)**

**Diploma in Shipping and Logistics (**Kannur College of Management and Science**)**

**PERSONAL INFORMATION**

Date of Birth : 20-04-1988 Nationality : India Languages Known : English, Hindi, Malayalam and Tamil Visa Status : Valid until (April 2017)