



## ASWANI ANAND JP

Dedicated and detail-oriented professional with hands-on experience in logistics operations, data entry, and technical support. Proven ability to manage inventory, process documentation, and coordinate with clients to ensure timely service delivery. Skilled in administrative tasks, banking operations, and system management, with a strong focus on accuracy, efficiency, and customer satisfaction.

### CONTACT DETAILS

+971561157091  
[aswanianandjp984@gmail.com](mailto:aswanianandjp984@gmail.com)  
AL RASHIDHIYA, Dubai

### EDUCATION

#### BACHELOR OF COMPUTER APPLICATION |

January 2017 – February 2020

- Swami Vivekanand Subharthi University, India

#### ITI-ELECTRICIAN | June 2016

- Ministry of Skill Development and Entrepreneurship

#### PLUS TWO – SCIENCE |

June 2014 – March 2016

- Kerala State Board of Higher Secondary Education

#### SSLC | June 2013 - March 2014

- Kerala Board of Public Examination

### COMPUTER PROFICIENCY

MS Office	★★★★★
Odoo	★★★★★
Tally	★★★★★

### LANGUAGES KNOWN

English	100 %
Malayalam	100 %
Hindi	85 %
Tamil	85 %

### KEY SKILLS

Team Work	Work Ethic	Analytical skills	Leadership Quality
Decision-making	Time Management	Customer Focus	
Problem Solving Ability	Multitasking	Positive Attitude	Reporting

### WORK EXPERIENCE

#### LOGISTICS OPERATIONS EXECUTIVE | 2022- Present

WTC Systems L.L.C, Dubai, UAE

- Manage end-to-end logistics operations including receiving, inspecting, and storing incoming materials.
- Monitor and maintain optimal inventory levels, ensuring stock accuracy through regular audits.
- Prepare and process Goods Receipt Notes (GRN) and maintain accurate documentation.
- Coordinate with clients to schedule and confirm timely deliveries.
- Ensure adherence to company policies and safety standards in warehouse and inventory management.

#### DATA ENTRY EXECUTIVE | January 2021 – December 2021

Thampuran Trading Co-operation, Kerala, India

- Transferred and digitized data from physical documents into the company system accurately.
- Verified entered data against source documents to ensure consistency and correctness.
- Posted purchase entries and maintained financial records for reporting.
- Performed regular system backups to safeguard data integrity.
- Handled routine banking transactions and collected cheques and cash from clients.

#### GPS TECHNICIAN | January 2020 – December 2020

Radiant Infotech – Kerala, India

- Provided technical support for GPS device installation and troubleshooting.
- Managed and organized digital and physical files, supporting smooth office operations.
- Handled administrative tasks including call handling, meeting scheduling, and documentation.
- Conducted regular banking activities and supported financial operations.
- Contributed to the development and implementation of HRM strategies and internal processes.

PROFESSIONAL SKILLS

- Supply chain management
- Sales data analysis.
- Sales forecasting.
- Inventory Management
- Logistics Coordination
- Goods Receipt Note (GRN) Processing
- Data Entry
- Purchase Entry Posting
- GPS Installation Support
- Documentation Management
- Banking Operations
- Client Coordination
- File Management

INTERESTS



Songs



Travelling



Art

PERSONAL STRENGTHS

- **DETAIL-ORIENTED** – Consistently ensures accuracy and completeness in data entry and inventory records.
- **ADAPTABLE** – Quickly adjusts to new roles, technologies, and work environments with a positive mindset.
- **ORGANIZED** – Maintains structured workflows and documentation, enhancing operational efficiency.
- **DEPENDABLE** – Trusted to manage responsibilities independently and deliver reliable results.

PERSONAL DETAILS

Gender	: Male
Date of Birth	: 31/10/1998
Nationality	: Indian
Marital Status	: Single
Visa Status	: Employment visa
Date of Expiry	: 15/04/2026
Notice Periods	: 30 Days

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

ASWANI ANAND JP