

# Abdul Rahman Vk

## Process Associate/Team lead

Seeking to obtain a responsible position in logistics where my skills, knowledge and experience will be contributed towards the improvement of the company. My innovative ideas and active personality should assist me a lot in adding to the company's growth. To secure a position challenging environment required innovation and to improve my individuality in my team work an to be an efficient contribution to development of the organization.



rahmanvk77@gmail.com

+971564844205, +971503319114

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DUBAI, UNITED ARAB  
EMIRATES

## WORK EXPERIENCE

### PROCESS ASSOCIATE

Kochi, Rivigo Services Pvt Ltd

01/2021 - 11/2022

Kochi, india

#### PROCESS ASSOCIATE

- Control overall operation
- interaction with clients (consignor as well as consignee) and our upper hierarchy.
- Discussion with Trade union leaders for negotiation and dispute resolution.
- Handling Business Partners, Business Franchises & Delivery Franchises
- Guiding & Training floor workers.
- Ensure on time Pickup and Delivery
- Catching new clients for business.
- Dispatching the POD to Head office in Every 3 days for billing purposes.
- Warehouse floor checking returned products, reporting discrepancies, and making room for incoming goods.
- Arranging and planning vehicles for Transshipment, delivery as well as pickup. Arranging team and equipment to unload trucks and move freight from receiving to designated areas.

Contact : SANIL (BRANCH MANAGER) - +919980865270 it.sanil@rivigo.com

### WAREHOUSE EXECUTIVE

Kochi, Mahindra Logistics pvt Ltd

08/2019 - 03/2020

#### WAREHOUSE EXECUTIVE

- Assortment of the shipments
- scan the shipments
- bagging
- inbound and out bound operations.
- plan and arranging the loading and unloading docks.
- mentoring the truck drivers
- Mentoring the floor workers
- Trailer dock receiver
- RTO

## KEY SKILLS AND COMPETENCIES

- Good at organizing and managing people.
- A clear ability to negotiate and influence at all levels.
- Ability to work in a group
- Ability to work under pressure.
- Proficiency in Microsoft Office package
- Basic hardware awareness
- Exceptional knowledge of transportation
- Vypar accounting software
- Good knowledge on SAP MM
- leadership
- communication
- Good knowledge of shipping industry and related bills
- Excellent knowledge in aviation billing

## ACHIEVEMENTS

volunteer at national service scheme (NSS) (06/2014 - 03/2016)

The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports. It provides opportunity to the student youth of 11th & 12th Class of schools at +2 Board level and student youth of Technical Institution, Graduate & Post Graduate at colleges and University level of India to take part in various government led community service activities & programmes. The sole aim of the NSS is to provide hands on experience to young students in delivering community service. Since inception of the NSS in the year 1969, the number of students strength increased from 40,000 to over 3.8 million up to the end of March 2018 students in various universities, colleges and Institutions of higher learning have volunteered to take part in various community service programmes.

Rivigo\_ best Process Associate award  
cluster level 1 Rank



## PERSONAL PROJECTS

### A STUDY ON WORK OF ASHA WORKERS AND THEIR PROBLEMS (01/2019 - 03/2019)

- ▶ The total number of asha's workers are females
- ▶ Majority have SSLC qualification
- ▶ All asha's income between 5000-10000 per month
- ▶ 35% of the ASHAs are in between the age of 30-40, 58% of ASHAs are in between age of 40-50.



## EDUCATION

### MBA LOGISTICS AND SUPPLY CHAIN MANAGEMENT DEZONE CAMPUS OF EDUCATION-(perinthalmanna)

12/9 - Present

SGUV, GYAN VIHAR  
UNIVERSITY, JAIPUR, RAJASTHAN

### PGDM IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

#### LAURUS INSTITUTE FOR LOGISTICS-(kochi)

06/2019 - 06/2020

STED COUNCIL-NEW DELHI

#### Courses

- ▶ Communicative english & computer fundamentals
- ▶ Warehousing, packing & containers ation
- ▶ Aviation & shipping logistics
- ▶ Supply chain management & it applications in logistics
- ▶ HR management
- ▶ Logistics Mngement
- ▶ inventory management & order processing
- ▶ Export trade & documentation
- ▶ Transportation & retail management

### B COM -COOPERATION

#### IDEAL ARS AND SCIENCE COLLEGE -(Cherpulassery)

06/2016 - 04/2019

UNIVERSITY OF CALICUT, KERALA,

### +2 HSSE

#### GHSS PATTAMBI

06/2014 - 03/2016

PATTAMBI, KERALA, INDIA

### SSLC

#### GHSS PATTAMBI

06/2013 - 04/2014

PATTAMBI, KERALA, INDIA



## CERTIFICATES

### SAP MM POWER USER



## LANGUAGES

#### malayalam

Native or Bilingual Proficiency

#### tamil

Limited Working Proficiency

#### hindi

Professional Working Proficiency

#### english

Full Professional Proficiency

#### Arabic

Limited Working Proficiency



## INTERESTS

Travelling

socialmedia story making

playing football

modeling

waching movies