

DILJITH G



Residential Address	Contact Number	E-mail id
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CAREER OBJECTIVE

Intend to build a successful career in a highly motivated, innovative work environment and to utilize my abilities to the maximum. To obtain a managerial position in Sales, Logistics and Warehousing fields where my experience and professionalism are valued and required as means for attaining company success.

KEY QUALIFICATIONS

- Great at interpersonal communication and coordination with excellent verbal and written communication skills.
- Effective communication with clients in a professional and friendly manner.
- Accurate analyzing and assessing stock datas for Business Achievement.
- Well versed with operational and administrative needs of Logistics and Warehousing.
- Close co-ordination with all other departments in the firm for smooth process
- Well versed in Oracle based Warehouse Management Systems.
- Strong knowledge of computer applications.

Educational Qualifications		
Year	Institution	Degree
2008-2012	Kerala University	B Tech
2006-2008	Kerala HSE Board	Plus Two (Biology Science)
2006	Kerala Board	SSLC/10 th

SKILL SET	
Operating Systems	Windows, Vista, Linux basics.
Languages	C, C++, Basic knowledge in Embedded C. Basic knowledge in HTML, Word press, Website backend and frontend administration.
Packages	MS-Office (Sound Knowledge in Excel, Word, PowerPoint), Photoshop, Mat-lab software, Basic Embedded System Programming.
Softwares	Oracle based Warehouse & Logistics Management system & Eagle

CAREER PATH		
Warehouse Incharge	MyG Digital Hub, India	Oct'21 – Jan' 24
Trade Marketing Executive(FMCG)	NMC Trading LLC, Dubai	Nov'19 – July 20
Senior Associate (Warehousing & Logistics)	Land Mark Group, Life style LLC, Dubai	Sep'16 – Oct'19

PROFESSIONAL EXPERIENCE

1. Company : Myg Digital Hub, Kerala, India

Designation : Warehouse Incharge

Period : Oct'21 – Jan' 24

Project : Warehouse Operations, Inventory Controlling, Purchase Entries, Reports Generation

- Oversee and Coordinate daily Warehouse activities such as Receiving, Shelving, Inventory Controlling etc.
- Managed to distribute stocks to around 100 Stores inside India as per Allocations and Targets.
- Managed the workflow and provides training to new hires
- Kept the warehouse fully organized with proper Bin Locations and Labellings.
- Ensured Safety Precautions in Warehouse

2. Company : NMC Trading LLC, Al Mamzar, Dubai

Designation : Trade Marketing Executive (Along with Admin works)

Period : Nov'19 – July 20

Project : Business analysis, Principal Claims, MIS Reports, Sales Coordinations and Operations,

- Establishes, develops and maintain business relationships with current customers and prospective customers in the assigned market segment to generate new business for the organization.
- Conduct high level of customer service within assigned territory by responding to customer inquiries in a timely and professional manner.
- Designed MIS systems that is easy for use, extract data, and generate reports.
- Managed to distribute stocks to around 500 outlets all over UAE.
- Managed the administrative processes that include correspondence, technical support and customer relations.

- Verify stock updating request from all the outlets in UAE and approve/escalate to concerned departments.

3. Company : Landmark Group, Life style LLC, Jebel Ali, Dubai

Designation : Senior Associate (Warehouse)

Period : Sep'16 – Oct'19

Project : Logistics, MIS Reporting, Warehousing, Sales Coordinations and Operations

- Managed Stocks Receiving, Shelving, Picking and dispatching in 33500 sq ft Warehouse.
- Managed Stock distributions and Inventory controlling to a total of 43 Outlets in UAE regions (**Lifestyle Shops and Centrepont**)
- Designed MIS systems that is easy for use, extract data, and generate reports
- Well versed with Oracle based Warehouse & Logistics Management System
- Manage the administrative processes that include correspondence, technical support and customer relations.
- Manage, verify and update the inventory in warehouse.
- Managed/Escalated IT related issues in Warehouse if any.

COURSE COMPLETED

- Completed Oracle based **Warehouse and Logistics Management system training**.
- Completed a public awareness project under KELTRON in embedded C in 2012.
- **President's Certificate** holder from **The Bharath Scouts and Guides**

PERSONAL INFORMATIONS

- Passport Number :W1492730
- Date of Issue/Expiry :07/08/2022//08/08/2032
- Visa Status :Visit Visa
- Marital Status :Married
- Date of Birth :22/01/1991
- Nationality :Indian
- Father's Name : V. Gopinathan Pillai
- Linguistic Ability : English, Malayalam, Hindi, Tamil

Declaration

I hereby declare that the information stated above is true to best of my knowledge.

UAE

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