



KARTHIK VELUTHEDATH



+ 971 524415537
+ 91 751030734



karthikv9847@gmail.com



Abu Dhabi, UAE

Education

BACHELORS OF BUSINESS ADMINISTRATION -TRAVEL AND TOURISM MANAGEMENT

Kannur University
2018 - 2021

Software Proficiencies

IBM



MS Office



Achievements

- Trained in Handling Hazardous Materials
- Trained in Handling Chemicals
- Trained in Spil Kit/Spill Prevention Awareness

Languages

English



Hindi



Malayalam



Profile

Nationality : Indian
DOB : 23.09.2000
Gender : Male
Marital Status : Single
Passport No : X7302138
Date of Expiry : 21.05.2033

Career Objective

To work in an organization that offers me a challenging atmosphere offering scope for growth and development and an opportunity to apply my learning to effectively contribute towards the achievement of the organizational objective

Area of Expertise

- Office Administration
- Transportation Management
- Client/Supplier management
- Store& Ware House Management
- Safety Procedures
- Documentation

Work Experience

WAREHOUSE TALLY & INCHARGE

Dec 2023 - Present

AAA FRIGHT SERVICE LLC, JAFZA

- Record and document incoming and outgoing shipments, verifying quantities, descriptions, and the condition of goods.
- Utilize computerized or manual systems to input data, update inventory records, and generate necessary reports.
- Perform regular stock checks and reconcile physical inventory with database records to identify discrepancies or shortages.
- Communicate effectively with warehouse staff, suppliers, and transportation companies to coordinate receiving and shipping activities.
- Label and tag goods with appropriate identification codes or tracking information for easy retrieval and inventory management.

PURCHASE AND STORE IN CHARGE

Nov 2021 – Sep 2023

MY SPORTS – SPORTING GOOD STORE

- Review the quality of purchased products upon receipt to ensure compliance with specifications.
- Segregate goods based on type, quality, or other criteria for organized storage and easy access.
- Use computerized systems to input data and update inventory records accurately.
- Record incoming and outgoing goods manually to maintain accurate stock levels.
- Communicate with suppliers and transporters regarding shipping and receiving schedules.
- Compare and evaluate offers from suppliers to identify the best value for purchases.
- Negotiate contract terms, agreements, and pricing with suppliers to ensure favorable conditions.
- Track orders and ensure timely delivery of goods to meet operational needs.
- Enter order details, including vendors, quantities, and prices, into internal databases.

License

UAE Manual Driving license

☐ **Hobbies**

- Traveling
- Swimming
- Football

Soft Skills

- Stock Tracking
- Space planning
- Problem solving
- Decision Making
- Time Management
- Communication skills

Declaration

Hereby declare that all the details mentioned above are in accordance with the truth and fact as per knowledge and hold the responsibility for the correctness of the above-mentioned particular

KARTHIK VELUTHEDATH