



JISHNU KP

*Experienced In Logistics Operations,
Supply chain & warehouse Management*

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📍 Sharjah Dubai - United Arab Emirates

A highly accomplished and competent individual with over 5 years 3 months of total professional experience in Operations, ,Logistics coordination, and warehouse managements tasks who have managed a new branch of the company ensuring the smooth functioning of the business activities.

Experienced in Logistics coordination, Order processing, Invoicing, warehouse operations, Documentation(E-waybill, packing list, consignment note), Dispatching, Transportation, vendor management, Inventory management , and Report preparation(SAP, Excel),

Core Competencies

Professional Expertise

- Transportation E-
- Invoicing ,E-waybill
- Shipment tracking
- Documentation.
- Fleet management
- Inventory Management
- Administrative Skills
- SAP (WMS,TMS)
- Order processing
- Outbound,Inbound (FMCG)

Personal skills

- Situational Awareness
- Work under pressure
- Relationship Building
- Networking
- Effectively plan & distribute the work load

Career Summary

Logistics Operations & Documentation executive in India.

Reliance Industries Ltd. (Kites Logistics) (FEB 2019 – MAY 2024)

- Handling the complete Transport Operation. & Logistics Operations in warehouse. Through(SAP- WMS-TMS)
- Logistics documentation ,Fleet management
- Successfully managed a new branch of the company ensuring the smooth functioning of all logistics operations.
- Effectively coordinated despatching, receiving and storing of products
- Got appreciated by the management for the excellent administration of the new branch.
- Enhanced knowledge for providing the solution regarding vehicle operation
- Planning co-ordinating and monitoring the receipt, order assembly and dispatch of goods.
- Producing regular reports and statics on daily, weekly and monthly Basis through .(SAP,EXCEL)
- Provide presentable communications with Vendor's and SM,LPO and provide them the desired level of service in answering their queries.
- Tracking the movement of the vehicle by GPS.
- POD Management- always updated in system & DMS on SAP daily basis updated in system .

- Monthly review- with the Transporter for the implementations
- Daily review- with the team members regarding the operations. And Route planning
- Outbound Documentation- Trip Creation (Trip Start & Trip Close), E-way bill, consignment note creation Through (SAP)
- Invoicing- Preparing sales invoices ensuring the details are in line with purchase order .
- Space Management –Ensuring the availability of space for receiving, dispatching and storing the products
- Auditing – Conducting monthly and quarterly auditing of the stocks to make sure there is no shortage of the stocks and it is available to deliver on time.
- Documentation–Ensuring all the documents are filed in a proper manner both physically and digitally
- Communicate with other departments inbound,inventory ,Outbound to effectively plan and distribute the work load.

Done Internship At Falcon infrastructure Logistics India Pvt.Ltd . Kochi- India (3 month)

- Import& export documentation
- IGM Filing, Bill Of Lading,Bill of entry,Packing List, Comercial invoice,Certification Of orgin.

Academic Credentials

- Plus two vhse (2012-2014)
- Diploma in Logistics Management Management (2017-2018)
- Bsc computer science Kerala university (2014-2017)

Technical Competencies

- Microsoft Excel
- SAP
- WMS
- Microsoft Word
- MicrosoftPowerPoint
- Internet knowledge

Languages

- English
- Malayalam
- Tamil
- Hindi

Personal information

- Gender :Male
- D.O.B : 13-05-1997
- MaritalStatus:Single
- Nationality: Indian
- Passport No : U9493596
- Visa Status : Visit visa - Expiring Date-14-10-2024
- Address Kalathil house, Thrissur,Kerala,India