

**CURRICULUM VITAE - WAREHOUSE HANDLING / LOGISTICS ASSISTANT
(BACK OFFICE)**

V.SELVAKUMAR
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OBJECTIVES:

To be able to demonstrate, utilize my work Experience's and Educational Qualifications in a job where my skills would be most effective and efficient.

WORK EXPERIENCE:

Overall,10 Years' experience (U.A.E)

EDUCATION:

Bachelor of Science in Computer, [Bsc, Computer Science]. Bharathidasan University – Trichy, Tamil Nadu – India.

Year of Passing: June 2008.

EXPERIENCE:

Apr 2022 – Mar 2023

HIS GENERAL TRADING – Dubai.

WAREHOUSE SUPERVISOR

Reporting to General Manager (Software: Tally)

- ✦ Monitor warehouse activities day to day
- ✦ Allocating the jobs for Warehouse Employees/Drivers
- ✦ Goods In/Out all checking
- ✦ Preparing the packing list
- ✦ Preparing local purchase invoice
- ✦ Preparing the invoices
- ✦ Daily basis arrange the goods delivery to customer
- ✦ Preparing online order delivery approval
- ✦ Inventory check and updating stock taking
- ✦ Damage / short items checking and short out the issues
- ✦ Preparing the list of defective materials & reporting to the management.
- ✦ Preparing the Goods Return Voucher (GRV)

- ✦ Preparing the damage items

May 2017 – March 2022

DAISO JAPAN VALUE STORES – Dubai.

Organization engaged in Tradingretail sales, more than 40 branches in UAE, offers one of the most excited and attractive shopping, wide variety festive Trees, baubles, lanterns, ornaments, festive tableware, costumes, accessories, etc...

WAREHOUSE HANDLING / LOGISTICS ASSISTANT (BACK OFFICE)

Reporting to Accounts Department (Software: CITRIX NAVISION)

- ✦ Outward Invoices to, all the locations from the Store.
- ✦ Daily Sales Statement / Sales Report.
- ✦ Credit Card Entries.
- ✦ Payment Voucher preparation.
- ✦ Good Receipt Note (GRN)
- ✦ Local Purchase Invoices preparation.
- ✦ Packing List details.
- ✦ Material distribution list.
- ✦ Attendance Sheet
- ✦ Stock taking in the stores.
- ✦ Preparing the list of defective materials & reporting to the management.
- ✦ Arranging the distribution to all location shops, as per the provided list by the management.
- ✦ Overall Shops Discrepancy items & Damaged items issues check-up and clearing.

Feb 2012 – Feb 2016

ZENER ELECTRONIC SERVICES – Dubai.

Organization engaged in Trading, Service & Maintenance, Certification and Survey of Marine Navigation, Communication and Safety Equipments & Systems., Like... Radars Gyro Compass, VHF Radios, VDR, SVDR, EPIRB, AIS, SART, GMDSS, SSAS, GPS, Marine Satellite TV Antennas and other equipments having sole dealership in U.A.E

BACKUP OFFICE SUPPORTER.

Worked in Accounts Department(ERP System)

- ✦ Invoices (Sales / Service) with reference to Orders & Service report.
- ✦ Providing support to Credit Controller for required documents.
- ✦ Purchase Journal Voucher.
- ✦ Receipt/Journal Voucher.
- ✦ Preparing Bank Debit Receipt.
- ✦ Preparing Bank Credit Receipt
- ✦ Preparing Final Settlement Payment Voucher

- ✦ Preparing Salary Journal Voucher
- ✦ Maintain & record, confidently all the Vouchers Books
- ✦ Coordinate with Clients, to clear the Invoice clarification.
- ✦ Stock verification with Auditor in Logistics department.

Jul 2008 – Mar 2009

**Data Processor (For DATA MARK PRODUCT INDIA PRODUCT BPO (P) LTD Chennai.
REBATE PROCESSING PROJECT.**

- ✦ To find out the Customer Qualified / Unqualified to get the offer. ✦ Customer Details & IME Numbers entries
- ✦ To verify the Purchase date is valid of this offer.
- ✦ To coordinate with Team Leader, complete the assignment within the TAT.
- ✦ Upload the files to Client.
- ✦ To obtain the confirmation from Client. (number of batched received / send) ✦ Uploading the daily updates from the Client.

Apr 2009 – Oct 2011

Team Leader (For DYNAMIC DATA PROCESSING PVT LTD – CHENNAI (INDIA)

MEDICAL BILLING PROJECT.

SOFTWARE SKILLS:

- ✦ Operating System : Windows Family
- ✦ MS - Office : Word, Excel, Power Point, Access

PERSONAL PROFILE:

Name : V. Selvakumar
 Date of Birth : 06.06.1988
 Nationality : Indian.
 Marital Status : Married.
 Languages Known : Hindi, English, Tamil, and Malayalam
UAE Driving License No : 3874231

PASSPORT DETAILS:

Passport Number : S8733330
 Date of Issue : 30/07/2018
 Date of Expire : 29/07/2028
 Visa details : Employment
 Place of Issue : Tiruchirappalli

PERSONAL SKILLS:

- ✦ Type Writing – English (Lower)
- ✦ Competing assignments with full dedication and involvement.
- ✦ Keen to learn and implement the latest technologies.
- ✦ Ability to adapt the changes.

DECLARATION:

I hereby declare that the above given information's are true to the best of my knowledge.

Date:

Place: Dubai

(V. SELVAKUMAR)