

# NAVABSHAN V

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Seeking to find the opportunity to work in an environment that will encourage me to improve and learn new and necessary skills as well as be motivated by the company to do my best for the sake of helping myself and the company.



## PROFILE SUMMARY

- Accumulated nearly seven years of extensive experience in Logistics Coordinator and Store Supervisor, currently serving as a Warehouse in charge cum Driver at ESMAR Group of companies - Elite Safety and Marine Supplies LLC Abu Dhabi and Emprise Safety and Marine Supplies FZCO Dubai, responsible for Managing Inventory levels, Stock ledger maintenance, and inventory account reconciliation physical and digital records and Transportation arrangements.
- Ensure the accuracy of documents, records, and reports in compliance with internal control policies.
- Ensure prompt follow-up on inbound and outbound movement of inventory and prepare timely reports.
- Excellent communicator, capable of presenting complex inventory data clearly to support management decision-making.
- Experienced in supporting internal inventory audit processes.
- Proficient in Odoo, MS Office, Microsoft Excel.
- Known for strong analytical skills, attention to detail, and the ability to streamline inventory processes to improve efficiency and reduce costs.
- Oversee inventory movements and perform regular checks on the usability of spare parts and service station consumables, ensuring accurate recording and reconciliation at month-end.
- Proficient in managing multiple tasks and meeting deadlines under pressure, ensuring seamless operations and accuracy.



## CORE COMPETENCIES

Inventory Reporting & Analysis

Inventory Account Reconciliation

Inventory Management

Inventory Auditing

Internal Controls

Inventory Flow Management

Transportation Management



## WORK EXPERIENCE

**ESMAR Group of companies - Elite Safety and Marine Supplies LLC Abu Dhabi and Emprise Safety and Marine Supplies FZCO Dubai, 2021 – Till Date**

### Responsibilities:

- Maintaining accurate records of all goods, materials and supplies in the store. This involves receiving, inspecting and storing incoming items, as well as issuing and distributing items to appropriate departments of individuals.
- File documents in physical and digital records
- Monitoring stock levels to ensure optimal inventory levels are maintained.
- Prepared monthly, quarterly, and annual inventory reports to assist management in decision-making.
- Ensure the accuracy of documents, records, and reports in compliance with internal control policies.
- Verify inventory movements and perform periodic checks on the usability of spare parts and service station consumables, ensuring accurate recording and reconciliation at month-end.
- Manage the flow of documentation within the organization.
- Processing purchase requisition or orders from various departments or customers.
- Ensuring proper storage and organization of the goods within the store.
- Generating reports related to stock levels, inventory movement and other relevant metrics.
- Inspecting Inventory goods for quality and quantity.
- Collaborating with various departments, such as purchasing, production and logistics to fulfill their requirements and resolve any issues related to inventory or supplies.
- Maintain confidentiality around sensitive information and terms of agreement.

## Logistics Coordinator and Store Supervisor, VPS Drug Store, Ernakulam, Kerala, India, 2017 – 2021.

### Responsibilities:

- Coordinating and scheduling inbound and outbound shipments to ensure timely delivery of goods.
- Managing transportation arrangements, including selecting carriers, negotiating contracts, and tracking shipments
- Overseeing the day-to-day operations of the store, including opening, and closing procedures, cash management and security.
- Maintaining store cleanliness, organization, and visual merchandising the standards.
- Managing Inventory levels to ensure optimal availability while minimizing carrying cost and stockouts.
- Stake out accounts, visit customers, monitor competition, and maintain detailed records of all activities.
- Maintain and update product knowledge through sales marketing, and merchandising training programs.

### TECHNICAL SKILLS

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- Inventory Software: Odoo
- Advanced Microsoft Excel
- Inventory Analysis Reporting
- Data Entry & Database Management
- General IT & Computer Skills

### CERTIFICATION

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- **WORK MANAGEMENT SYSTEM (FULL PACKAGE) for JOB PERFORMER**  
Formost Institute for Health & Safety, Abu Dhabi
- **Freight Forwarding Training in Sales, Documentation, Customer Service and Operations**  
AIWA Shipping & Logistics, Cochin, India

### EDUCATION

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- DIPLOMA In Logistics & Supply Chain Management
- BA ECONOMICS

### PERSONAL DETAILS

**Date of Birth:** 26<sup>th</sup> Dec 1995

**Languages Known:** English, Tamil, Hindi & Malayalam

**Address:** Abu Dhabi, United Arab Emirates

### DRIVING LICENSE DETAILS

Driving License, No:2975211  
Place of issue: Abu Dhabi