VIBIN VYKKILERI

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PERSONAL INFO

Nationality: Indian
Marital status: Married
Passport number: L4407802
Languages known: English, Malayalam, Hindi and Tamil

TECHNICALSKILLS

- Completed Diploma in computerized financial accounting (Peachtree, QuickBooks, tally. erp9)
- MS Word, MS PowerPoint, MS Excel and Internet
- Desktop publishing (PageMaker, CorelDraw, Photoshop Designer)
- Completed Computer Hardware and Networking.
- Installing, Configuring, Managing & Troubleshooting

PERSONAL ATTRIBUTES

- Strong decision making and problem-solving skills.
- Able to motivate and lead others in a team environment.
- Disciplined and optimist.
- Able to prioritise tasks and workloads in order of importance.

CERTIFICATE OF ACHIEVEMENT

- Basic food safety- Food service

CAREER OBJECTIVE

I would like a career that gives me rich exposure through diverse assignments and working with people of high calibre. I would constantly look out for challenges, which would help me to achieve my personal and professional goal.

WORK EXPERIENCE

Receiving Associate (Consumer goods division)
Geant (Gulf Marketing Group UAE)   **Feb2022 – Present**

- Enter receipts in system, and alert necessary parties for over shipments, discrepant material or mismatched pick list.
- Physically checks in all deliveries as per purchase report, recording items received by weight and quantity.
- Notice purchasing managers of any major discrepancies with delivery.
- Properly inputs received materials into computer system and forwards proper documentation to accounts payable.
- Assist in other departments as needed.
- Place all items in proper locations and rotates all stock to insure freshness.
- Assist in monthly inventory, physical count and organization of all food areas.
- Research items with discrepancies in the pick list, PO or invoice.
- Labels all incoming parts with part number, PO and quantity.
- Prepare received parts for put away.
- Accept delivery of authorized items.
- Perform inbound/outbound receipts.
- Maintain department equipment records.
- Maintain inbound/outbound appointment log.

Operation Team Member   **Aug 2015 – Aug 2019**
Aramex UAE (Transportation & Logistics)

- Responsible for checking orders for accuracy, ensuring inventory is correctly recorded, researching and correcting picking errors, and contributing to over all warehouse efficiency.
- Quality check of all items picked for shipping
- Select customer orders from shelves, wrap/band and flag orders
- Label all finished boxes and pallets; load trailer
- Utilize a non-board computer and wireless radio frequency system

Desktop Assistant Trainee (Hardware)   **Jan 2015 – Jun 2015**
NIIT Tellicherry

- To provide desktop and laptop support, server and general peripheral support and assist all Ridgian internal users

System executive (Software)   **May 2013 – Sep 2013**
Zenith software Pvt Ltd.

- Supporting finacle software

ACADEMIC PROFILE

Diploma in Computer Engineering
University of Dote Chennai
- Project: Voice enabled smart browser.
- Front end:VB.Net
- Back end: MY Sql
- Practical Training: Computer Hardware (Division) at Lenovo India Pvt Ltd
- Manufacturing operations

H.S.E (Commerce) From Board of Kerala in 2009
SSLC From Board of Kerala in 2007

DECLARATION

I do here by declare that the information above furnished is true to the best of my knowledge and belief and I breathe responsibility for the correctness of the above-mentioned particulars.

Vibin Vykkileri