



VIPIN CK

INVENTORY AND LOGISTICS OPERATIONS EXECUTIVE

I am a post graduate in business administration with experience in all aspects of a business operations. Seeking a position in logistics and supply chain management to maximize the overall values of business.

✉ ceekeyvipin@gmail.com

📍 Shabiya 11, Mussafah, Abudhabi, UAE

☎ +971566171948

🌐 linkedin.com/in/vipin-ck-59125ba1

WORK EXPERIENCE

INVENTORY AND LOGISTICS OPERATIONS IN CHARGE

Blue Rhine General Trading

11/2021 - Present

Abudhabi, UAE

Achievements/Tasks

- Planning and managing logistics, warehouse, transportation and operational activities.
- Daily communications with the team regarding stock receiving plans, delivery tracking, collection schedules, potential challenges that could adversely affect smooth warehouse operations.
- Prompt handling and follow up all necessary documents.
- Handling intercompany purchase and making purchase orders.
- Extensive knowledge of 3PL and other software and tracking programs used frequently in this supply chain management industry.
- Communicates daily work assignments to all warehouse assistants, coordinators, drivers and team leaders.
- Communicated operational needs to senior management.
- Supporting administrative task and people management.

INVENTORY AND LOGISTICS COORDINATOR CUM STORE KEEPER MODERN GENERAL TRADING LLC

12/2016 - 10/2021

Abudhabi, UAE

Achievements/Tasks

- Responsible for receiving, loading/unloading and counting stock items.
- Maintained accurate inventory of all items in the warehouse.
- Stock counting/inventory accuracy checks and ensure that the goods inward/stock control department is well organized and controlled to sufficiently support production.
- Coordinating and making invoices against LPO from different divisions like horeca, consumer and industrial.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION (MBA)

Visvesvaraya Technological University (VTU)

06/2012 - 06/2014

Mangalore, Karnataka

BACHELOR OF COMMERCE (B-COM)

Kannur University

06/2009 - 06/2012

Kasaragod, Kerala

SKILLS

SAP

ORACLE NETSUITE

ERP

COMMUNICATION

WAREHOUSE MANAGEMENT

EXCEL

ADMINISTRATIVE AND CLERICAL SKILLS

MICROSOFT OFFICE

TIME MANAGEMENT

LEADERSHIP

OUTLOOK

CUSTOMER SERVICE ORIENTED

PROBLEM SOLVING

RELATIONSHIP MANAGEMENT

PERSONAL PROJECTS AND CERTIFICATIONS

Recruitment and selection process at CAMPCO LTD
Mangalore (04/2014 - 06/2014)

DFFA (Diploma in foreign financial accounting)
(01/2010)

Business of accounting (HRD KERALA) (01/2010)

ACHIEVEMENTS

Academic topper (MBA) (06/2012 - 06/2014)

Participated different National level management fest
(South India) (06/2012 - 06/2014)

Management event coordinator of National level
management fest flames (08/2014)

LANGUAGES

English

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

Hindi

Full Professional Proficiency

Tamil

Professional Working Proficiency

INTERESTS

Listening music

Singing

Using Social Media

Travelling

Football

Watching movies