



VIPIN THOMAS

Nationality: Indian **Date of birth:** 17/11/1989 **Gender:** Male

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Home: PALLIYANKAL HOUSE ,THAZATHOOR POST , SULTHAN BATHERY, 673595
SULTHAN BATHERY (India)

WORK EXPERIENCE

Store Manager

Wayanad Village Inn Resort [17/02/2022 – Current]

City: Wayanad | Country: India

- Receiving all deliveries and checking the goods received
- Liaising with suppliers about deliveries and discrepancies in stock
- Keeping detailed records of shortages and spares of items
- Updating inventory management systems regularly
- Picking and delivering goods
- Organizing and delivering goods from the store to the department that requires it

Freight Transport Dispatcher

AVR Transport -On Govt Contract [03/03/2020 – 27/01/2022]

- Maintains the daily shipping and receiving schedule.
- Dispatches and answers inbound truck orders.
- Reviews open and closed sales orders and invoices.
- Categorizes inventory and completes inventory tracking.
- Creates and files sales orders, invoices, productivity reports, packing lists, and other documentation.
- Works closely with the customer service team to resolve issues.
- Collaborates with the warehouse supervisor and associates.
- Assists the operations department with fulfillment and quality control.
- Escalates issues to managers when necessary.

Warehouse Operator

SWATHI CURRY POWDER AND FOOD PRODUCTS [17/09/2017 – 01/12/2019]

City: WAYANAD | Country: India

- Prepares driver scheduling and updates daily schedules.
- Dispatches trucks and ensures on-time departure.
- Collaborates with Customer Service for late truck notifications.
- Prepares and maintains Bill and invoice.
- Modifies trips and enters paper logs into On Board Computer System.
- Offers support/directions to drivers whenever necessary.
- Processing and scheduling orders for delivery and pickup
- Conducting regular inventory checks
- Ensuring that the warehouse is kept clean and safe at all times
- Maintaining and updating inventory logs
- Coordinating day-to-day warehouse activities with the Warehouse Manager

Hotel Storekeeper

HYSON HERITAGE [04/02/2015 – 05/09/2017]

City: CALICUT | Country: India

- Responsible of Receiving, Storing, and Issuing Food, Beverage, Hotel, or Cleaning Products used by the Hotel Department.
- Must participate in the Loading of all products necessary to the operation of the Food Dept.

- Ensures requisitions are prepared and delivered in a timely manner and in accordance with the requisition timetable.
- Ensure appropriate FIFO Rotation is in place in his area and report any issue to the Procurement Manager.
- Must, according to schedule, participate in the cleaning of all storage facilities according to the Public Health procedures and standards.
- Takes scheduled and end of voyage physical inventory of their store according to the Procurement Manager instruction.
- Individual responsibilities will be assigned by the Procurement Manager and the Executive Housekeeper with on the job training concerning the cleaning and sanitation procedures.
- Must be knowledgeable with all the cleaning materials and chemicals, taking the necessary precautions to avoid any bodily injuries or damages to the Ship's Property.
- Must report for duties on assigned times; follow his/her Superiors instructions in line with the Company's Rules and Regulations.

LANGUAGE SKILLS

Mother tongue(s): Malayalam

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Hindi

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

EDUCATION AND TRAINING

GRADUATION IN TRAVEL AND TOURISM MANAGEMENT

University of Calicut [15/06/2009 – 19/07/2013]

City: Wayanad | Country: India | Level in EQF: EQF level 5

DIGITAL SKILLS

Microsoft Office / Microsoft Excel / Gmail / PowerPoint / microsoft word / Google Drive / Wordpress, SEO, Analytics / Responsibility / Open and respectfull towards others / Microsoft Powerpoint / positive thinking

DRIVING LICENCE

Driving Licence: AM

Driving Licence: A1

Driving Licence: A2

Driving Licence: A

Driving Licence: B1

Driving Licence: B

Driving Licence: BE