



VISHNU PUTHUR

EXPORT EXECUTIVE

PERSONAL DETAILS



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+971564735388



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Address
Al satwa Street 12 Dubai - 00000,
United Arab Emirates

LINKS

[LinkedIn](#)

[Facebook](#)

[Instagram](#)

SKILLS

Effective Time Management

Adaptability

Multitasking Skill

Problem Solving Skills

Microsoft Office



SUMMARY

To leverage my expertise in logistics and supply chain management to optimize operational efficiency, reduce costs, and enhance overall organizational performance as a dedicated and results-driven logistics executive.



WORK EXPERIENCE

Assistant Trainee

11/2022 - 11/2023

Accounts Services Society, Irinjalkunda

1 year Accounting trainee in accounts services society.

Key responsibilities :

- Maintain and balance daily collection & petty cash fund twice daily.
- Monitoring and communicate cheque clearance, bouncing cheques, and refund cheques.
- Manage balance sheets and profit/loss statements.
- Compute taxes and prepare tax returns.
- Ensure timely bank payments.
- Raise sales & Service invoice thru SAP ERP System

Assistant Trainee

9/2022 - 10/2022

Flipkart Mother Hub, Bengaluru, Karnataka

45 days Internship program in Flipkart supply chain facility

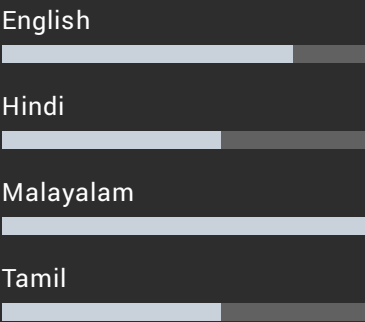
Key responsibilities :

- Coordinate and monitor supply chain operations.
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs.
- Plan and track the shipment of final products according to customer requirements.
- Keep logs and records of warehouse, stock, executed orders.

HOBBIES

Cricket
Football
Listening Music
Cooking
Reading Articles

LANGUAGE



TECHNICAL SKILLS

MS Excel
MS Word
PowerPoint
QuickBook
Peachtree
SAP FICO
SAP MM
SAP B1
Tally
VAT



EDUCATION

Maya College, Vallapad
B.Com Finance (6/2017 - 8/2020)

(Affiliated to Calicut University)
Marks : 53.40%

Future Educity, Poomala
Post Graduate Diploma In Logistics And Supply Chain Management
(6/2021 - 7/2022)

(Affiliated to Jain University)
Marks : 91%

Vocational Higher Secondary School, Karalam
Higher Secondary School (6/2014 - 3/2016)

(Affiliated to State Board of Kerala)
Marks : 56%

National Higher Secondary School, Irinjalakuda
SSLC (3/2013 - 5/2014)

(Affiliated to State Board of Kerala)
Marks : 67%



CERTIFICATE COURSES

Professional Diploma In Computerized Financial Accounting 4/2022
Maya College, Vallapad

Certified Warehouse Professional 10/2022
Malabar Institute Of Business Management, Malappuram

Professional Diploma In Coperates Accounts And Material Management 10/2023
Accounts Services Society, Irinjalkunda

SAP MM 4/2023
Accounts Services Society, Irinjalkunda

SAP FICO 7/2023
Accounts Services Society, Irinjalkunda

Advance Warehouse Management 11/2023
Logistics Skills Council Of India, Chennai