



# VISHNU PUTHUR

LOGISTICS COORDINATOR

## PERSONAL DETAILS



Phone  
+971564735388



Email  
vishnuputhur777@gmail.com



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

## LINKS

[LinkedIn](#)

[Facebook](#)

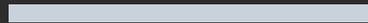
[Instagram](#)

## SKILLS

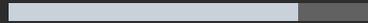
Effective Time Management



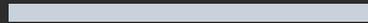
Adaptability



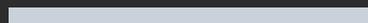
Multitasking Skill



Problem Solving Skills



Microsoft Office



## CAREER OBJECTIVE

To pursue a career as a Logistics and related accounting areas, to work in an environment where my skills are efficiently utilized towards the development of the organization as well as personal development in the organization and where I can acquire good amount of skills and knowledge for further growth in profession.



## WORK EXPERIENCE

**Assistant Trainee** **11/2022 - 11/2023**  
**Accounts Services Society, Irinjalkunda**

1 year Accounting trainee in accounts services society.

Key responsibilities :

- Manage all accounting transactions, Prepare budget forecasts.
- Handle monthly, quarterly and annual closings.
- Manage balance sheets and profit/loss statements.
- Compute taxes and prepare tax returns.
- Ensure timely bank payments.

**Assistant Trainee** **9/2022 - 10/2022**  
**Flipkart Mother Hub, Bengaluru, Karnataka**

45 days Internship program in Flipkart supply chain facility

Key responsibilities :

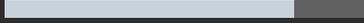
- Coordinate and monitor supply chain operations.
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs.
- Plan and track the shipment of final products according to customer requirements.
- Keep logs and records of warehouse, stock, executed orders.

## HOBBIES

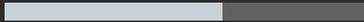
Cricket  
Football  
Listening Music  
Cooking  
Reading Articles

## LANGUAGE

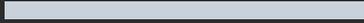
English



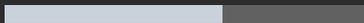
Hindi



Malayalam



Tamil



## TECHNICAL SKILLS

MS Excel

MS Word

PowerPoint

Quick book

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