



VIJAYARAGHAVAN V S

Logistician

PROFESSIONAL EXPERIENCE



Dubai
Sep 2022 – Till now
Assistant Manager
(E-commerce)



Dubai
Dec 2020 – Apr 2022
Warehouse Supervisor



Dubai
Nov 2017 – Nov 2020
Purchase & Sales
Coordinator (warehouse)



Maldives
Dec 2015 – May 2017
Supply Chain Coordinator



India
Feb 2014 – Nov 2015
Warehouse Assistant & Supervisor



India
Jan 2012 – Jan 2014
Team Leader



India
Nov 2009 – Jan 2012
Access Control Technician &
Security Facilitator

EDUCATION

Bachelor of Electronics & Communication Engineering (B.E. – ECE)
V.S.B Engineering College,
Affiliated to Anna University – Chennai, Tamil Nadu, India
2005 – 2009

CONTACT

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CERTIFICATION COURSE

ERP package : SAP – Material Management
Version : SAP R/3 release 6.0 (ECC 6.0)
SAP tool : LSMW

PROFICIENCY

- Valid UAE driving license
- SAP (Functional)
- MANIFIEST, AGRANI, CITRIX, FOCUS, FACT, SAGE & Oracle NetSuite software
- Microsoft Windows, MS Office, Basics of C & Basics of Oracle

LANGUAGES

Tamil (Speak, Read & Write)



English (Speak, Read & Write)



Hindi & Malayalam (Speak)



PASSION

Playing cricket, Listening music, Cooking & Dancing

RESPONSIBILITIES

Warehouse Supervisor

- Managing staffing & operational activities for warehouse & store
- Receiving Purchase Order (PO)
- Staff/driver arrangements for picking, packing, loading & delivery of goods
- Receiving & checking damage and return goods
- Generating invoice
- Providing best services to clients through liaison with ports, customs, agents, shipping lines, etc.
- Responsible for booking containers, loading containers, custom clearance, documenting & exporting materials from Jafza port
- Preparing shipping instruction with supporting documents such as export declaration copy, container number, invoice with ED copy, packing list, etc.
- Following up with clients about Bill of Lading (BL), collecting invoice from shipping line & sending to finance for settlement
- Liaising with clients, shipping lines, in-house transportation, customs documentation section, ports & customs and providing timely response to their queries
- Managing air and sea shipment receipt of materials & raising insurance claim for damaged goods
- Weekly updation of price change quotation to customers
- Taking care of Inbound & Outbound
- Resource planning for PO
- Generating Sales Order (SO)
- Ensuring timely delivery
- Receiving acknowledged SO
- Editing SO
- Documentation & recording
- Responsible for inventory control, shipping & receiving orders
- Merchandisers handling & duty allocation

Purchase & Sales Coordinator (warehouse)

- Getting prices from local and international purchase & analysing them with market prices
- Negotiating prices with suppliers
- Communicating with customers regarding PO issues
- Managing air and sea shipment receipt of materials & raising insurance claim for damaged goods
- Daily sales report updation
- Providing best services to clients through liaison with ports, customs, agents, shipping lines, etc.
- Preparing shipping instruction with supporting documents such as export declaration copy, container number, invoice with ED copy, packing list, etc.
- Following up with clients about Bill of Lading (BL), collecting invoice from shipping line & sending to finance for settlement
- Liaising with clients, shipping lines, in-house transportation, customs documentation section, ports & customs and providing timely response to their queries
- Receiving PO
- Resource planning
- Raising SO, Invoice, Debit Note, Credit Note & Return Note
- Staff/driver arrangements for loading & delivery of goods
- Documentation & recording
- Preparing quotation for customers
- Daily damaged goods report generation & responsible for accounts receivable functions
- Ensuring timely delivery

Supply Chain Coordinator

- Preparing delivery note for operational and project resorts
- Verifying incoming local & overseas sea shipment goods against bill of lading, invoice, packing list, quality and other records
- Coordinating with supply officer regarding local and overseas supplies
- Sending mail communication to resorts' store keeper and concerned staff regarding received goods condition and quality
- Segregating overseas goods based on import dispatching details
- Verifying if received materials comply with Delivery Order & PO
- Providing best services to clients through liaison with ports, customs, agents, shipping lines, etc.
- Preparing shipping instruction with supporting documents such as export declaration copy, container number, invoice with ED copy, packing list, etc.
- Following up with clients about Bill of Lading (BL), collecting invoice from shipping line & sending to finance for settlement
- Liaising with clients, shipping lines, in-house transportation, customs documentation section, ports & customs and providing timely response to their queries
- Maintaining material register
- Maintaining service request from resorts for service items along with work order
- Notifying accounts related to Goods Receipt Note (GRN)

Team leader, Warehouse Assistant & Supervisor

- Responsible for safe receipt, storage, value-added services, retrieval, and timely dispatch of warehoused goods
- Performing GRN for timely updation of inwarded stocks in system & routing to appropriate area or personnel
- Ensuring efficient utilization of space in warehouse
- Material handling is fully monitored
- Responsible for taking periodic inventories and cycle counts, keeping stock control systems up to date, accurate logging of inventory transactions, and reconciliation activities with data storage system
- Generating invoice for the received DN/DO
- Monitoring picking, packing, distribution activity of materials, and ensuring proper dispatch
- Shipping customer orders; ensuring accuracy of shipments and supporting documentation
- Shipment tracking and updating the material delivery on timely basis
- Maintaining records accurately for order requests, shipments, receipts, inventory & distribution of materials

Access Control Technician & Security Facilitator

- Maintaining employee records
- Handling smart card access
- Maintaining serviceability of equipment of security control system
- Monitoring access control server system, factory cameras, and responding to alarms
- Taking back up of video clips
- Emergency management: Training & procedures to manage emergencies
- Ensuring serviceability of firefighting equipment & responding to any emergency
- Problem solving & employee relationship

Assistant Manager (E-commerce)

- Visiting floor every morning to check whether packing & sorting materials are properly placed during night shift else arranging them properly
- Taking Noon B2B order sheets for three dispatches
- Taking Careem picklist and barcode for 9 locations, checking & arranging the items for night delivery
- Taking picklist & barcode for Noon Dark Store (DS) additional order & delivering the order on time
- Taking Noon DS picklist & barcode for 45 locations
- Taking Wonder Bakery picklist for Noon DS locations, checking & arranging the items for night delivery
- Checking Careem return items & sending report
- Coordinating with RM and arranging OOS items for all received orders
- Checking order requirements for Careem, Noon B2B, Noon Retail, Barakat Fresh, Noon Dark Store and Hello chef, preparing order list for pre-packing & net bag packing, and monitoring the pre-packing weights
- Sending reports of Noon B2B, Wonder Bakery & Noon DS on daily basis to manager
- Carrying out Inventory check every Tuesday
- Conducting effective meetings regularly, allocating shifts & leaves for workers, and assigning drivers for deliveries