

Vijeesh Puthupully Vijayan



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📍 Ernakulam, Kerala, INDIA

🚩 Indian

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📄 PROFILE

Motivated Senior Operations Officer with more than 15 years of progressive experience. Energetic self-starter and team builder. Navigates high-stress situations and achieves goals on time and under budget.

🎓 EDUCATION

Bachelor of Commerce (B.Com) Mahatma Gandhi University, Kerala, India (Passed out in 2004)

Higher Secondary schooling from Kendriya Vidyalaya Cochin Port Trust, Kerala, India (Passed out in 2001)

📁 PROFESSIONAL EXPERIENCE

Alpharub Trading and Manufacturing Pvt. Ltd.

Senior Operations Officer

12/2012 – present | Ernakulam, India

Key Responsibilities

- Overall supervision of the day-to-day purchase and sale billing accurately.
- Planning and coordinating with the managers for the daily dispatch of natural rubber, with proper documentation.
- Provide support and maintenance to existing management information systems (MIS).
- Generate and distribute management reports in an accurate and timely manner.
- Develops MIS documentation to allow for smooth operations and easy system maintenance.
- Provide recommendations to update current MIS to improve reporting efficiency and consistency.
- Perform data analysis for generating reports on periodic basis.
- Develop MIS system for customer management and internal communication.
- Provide strong reporting and analytical information support to management team.
- Analyze business information to identify process improvements for increasing business efficiency and effectiveness.
- Preparing purchase/sales contracts, bills, register and updating the records on a daily basis.
- Coordinating with traders, buyers and graders for the smooth functioning of transportation and documentation.
- Preparing purchase/sales report for filing online, monthly return to government authorities.
- Preparing monthly reports for filing GST returns.
- Performing any routine clerical tasks request by Office Managers.
- Maintaining confidential records and files.
- Completing forms in accordance with company procedures.
- Procurement of office computers, laptops and other peripherals, which are best in the industry according to the company's needs.
- Solving minor issues of computers and other peripherals.

SPINNEYS DUBAI LLC

Warehouse Stock Clerk – Logistics Department

05/2011 – 08/2012 | Dubai, United Arab Emirates

Key Responsibilities

SKILLS

-
- Willingness to Learn
- Positive Attitude
- Self-Confident
- Good Communication
- Organised
- Work without Supervision
- Adaptability
- Time Management
- Motivation
- Problem Solving
- Inventory Management

ADMINISTRATION SKILLS

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- In-depth knowledge of office procedures.
- Ability to maintain a high degree of privacy and confidentiality.
- Able to spend long hours sitting and using office equipment and computers.
- Proficient in MS Office applications.
- Can work without supervision.
- Providing individual administrative support to specific executives or senior managers.
- Ability to read, analyse and interpret correspondence and documents.
- Ability to work closely with other company departments.

LANGUAGES

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|-----------|-----------|
| English | ● ● ● ● ● |
| Hindi | ● ● ● ● ● |
| Tamil | ● ● ● ● ● |
| Malayalam | ● ● ● ● ● |

- Processing orders in SAP software.
- Coordinate with H.O. for on-time receipt of the purchase orders.
- Processing purchase order for Dubai, Abu Dhabi, Sharjah, Oman and Bahrain.
- Prepare Invoices for retail stores of Spinney's in different locations across the UAE, Oman and Bahrain.
- Booking (nearly **8.7Cr INR business/month**) and updating all the local supplier invoices on a regular basis.
- Coordinating with suppliers to ensure on-time delivery.
- Prepare monthly local purchase order report.

KEYNOTE WEALTH MANAGEMENT LTD.

Operations Officer [Insurance Dept.]

11/2007 – 04/2011 | Ernakulam, India

Key Responsibilities

- All India coordinator for the insurance business operations.
- Collect MIS data from all locations on time for monthly MIS reports.
- Implement and utilize MIS format to track the performance and productivity of the Business Team.
- Preparation of MIS and reporting to the top Management.
- Handling insurance business software with the coordination of the software support team.

RELIANCE COMMUNICATIONS LTD.

Fulfilment and Billing Executive

11/2006 – 11/2007 | Ernakulam, India

Key Responsibilities

- CAF (Customer Application Form of Corporates) uploading done through Clarify.
- Preparing reports of day-to-day sales made by the Sales Team.
- Getting stock from the Warehouse and maintaining up-to-date register.
- Address verification updating done through Simplify. (Simplify is a software generated by Reliance for updating the Address verification done.)
- Cash Collection against FWP (Fixed Wireless Phones) Handset & Banking the same without fail.
- Dispatching fulfilled CAF to Town Office for auditing.
- Taking daily report of CAF upload done for further Customer Care activities.



CERTIFICATES

Office Automation

from INTERNATIONAL INSTITUTE OF INFORMATION TECHNOLOGY, INDIA (in 2001)

Certificate Course in INFORMATION TECHNOLOGY

from CMC LIMITED, INDIA (in 2002)

Certificate Course in UNIX, C & C++

from CMC LIMITED, INDIA (in 2002)

Diploma in SOFTWARE TECHNOLOGY

from CMC LIMITED, INDIA (in 2002)

IELTS

passed from BRITISH COUNCIL [Score – 6.5]

Compliance Program Policy Review Exercise

Southland Rubber Compliance Program Policy Review Exercise 2022 [Scored 93.3%]

Compliance Program Policy Review Exercise

Southland Rubber Compliance Program Annual Policy Review Exercise 2024 [scored 100%]

- Coordinating with the Channel Sales Team for smooth uploading of CAFs and assuring that the CAFs are reaching the Circle Office for audit within the stipulated time period.
- Coordinating with other Circle offices for their Multicity Fulfillment activities.

KONKAN STORAGE SYSTEMS (P) LTD.

Office Assistant/Computer Operator

11/2004 – 11/2006 | Ernakulam, India

Key Responsibilities

- Planning and Coordinating for daily despatch of petroleum products with clients and customs department.
- Computerized Weighbridge Operation.
- Collecting data and inputting information into databases.
- Updating databases with new or revised information, as necessary.
- Retrieving records and electronic files from the database.
- Sorting and organizing paper records or notes after data entry.
- Providing team members with requested data or information.
- Maintain daily stock registers of the products.
- Planning and coordinating with subordinates for a smooth and safe working environment in the terminal with maximum efficiency.



INTERESTS

- Traveling
- Sports
- Photography
- Listening to Music
- Getting updated on latest and innovative technology.
- Gardening