



**VINOTH BABU
BALASUNDARAM**

CONTACT DETAILS

Mobile: 0567611625
Mail ID : vinobabu18@gmail.com

Dubai, UAE

PERSONAL DETAILS

Father's Name : Balasundaram. P
Date of Birth : 06/11/1990
Marital Status : Single
Nationality : Indian

Linguistic Proficiency

**Tamil, English, Malayalam and
Hindi.**

PASSPORT STATUS:

Passport Number: M1105281
Date of Issue : 12/082014
Date of Expiry : 11/08/2024

VISA STATUS:

Type of visa : Visit
Valid Till : 06/03/2024

PROFESSIONAL SUMMARY:

I present myself with 2 years of UAE Experience in the field of Trading and Logistics. Ability to learn new technologies, organizing and coordination for achieving results are my strengths.

WORK EXPERIENCE:

❖ NMC Trading LLC – Dubai (UAE).

Duration: From Nov 2018 to Aug 2020 Designation: Logistics Assistant

Responsibilities:

- Entering Goods received note (GRN) by Warehouse management system (WMS).
- Ensuring all required documents are received before off-loading the consignments.
- Co-ordinating with supply-chain to schedule the future consignments.
- Checking the consignments and preparing the checklist and manifesto.
- Ensuring all the put away are done in the designated area.
- Preparing various reports like Inbound Consignment, Inbound check list, new products on monthly and regular basis.
- Other Warehouse activities like GRV, Cycle count of SKU's, processing LPO and Replenishing Stocks from Bulk to Retail in that replenishing forecast supply and demand to prevent overstocking and running out-of-stock (OOS).
- Co-ordinating with supply-chain and Outsource Vendor future Co-Packing & De-Banding activities

❖ UNION Trading Pvt. Ltd, Chennai, INDIA

Duration: From Jan 2021 to July 2023. Designation: Store Assistant

Responsibilities:

- Keeping the store fully stocked
- Maintaining the highest level of visual merchandising and store conditions
- Delivering exceptional sales services for improved customer satisfaction
- Interacting with customers and identifying their needs and preferences
- Receiving and verifying the quality and quantity of new shipments
- Enforcing in-store security and health and safety procedures and regulations.

❖ Sri Rama Jayam Agencies (ADHOC) HPCL Dealer, Thiruvaiyaru, INDIA

Duration: From May 2017 to May 2018 Designation: Service Manager.

Responsibilities:

- Ordering stock
- Ensuring the premises and equipment are maintained and compliant with health and safety regulations
- Monitoring fuel levels and ordering new supplies
- Providing excellent customer service

❖ **INGENERIE Technologies Solutions Pvt. Ltd, Chennai, INDIA**

Duration: From July 2013 to Jan 2017. Designation: Operations Associate.

PROJECT PROFILE:

- **Product Name - Electronic Ticketing Machine**
- **Vendor - Tamil Nadu State Transport Corporation.**

Technologies Used: Linux/SQL server

Our software is used for transportation purpose for passenger ticketing, tallying and online billing.

Responsibilities

- Provide through support and problem resolution for customers.
- Acting proficiently regarding the bug impact with assistance with our higher technical team.
- Managing software using team viewer.
- Bug Tracking and Reporting.
- Tracking and following defects using bug tracking tools.
- Reporting to the team lead.
- Data base testing to fetch the data by using SQL queries.

ACADEMICS PROFILE:

- **MCA (Master of Computer application) – 2011-2013**
PRIST University, Tanjore – India
- **BCA (Bachelor of Computer application) – 2008-2011**
RDB College of Arts & Science, Bharathidasan University – India

BEYOND ACADEMICS:

- Computer knowledge with MS Office.
- Operating System: Windows
- Internal training for Warehouse management system (WMS) and Supply Chain Management System (SCMS).

STRENGTHS:

- Smart worker and quick Adaptability.
- Persistent.
- Leadership Quality.

DECLARATION:

I declare that the details furnished by me are to the best of my knowledge and my belief.

Date:
Place: Dubai

Yours Sincerely,

(Vinoth Babu Balasundaram)