

**M. VISHWA**

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### **Professional Summary**

**Proactive logistics professional with a strong background in inventory management and order fulfillment within the FMCG sector. Skilled in streamlining warehouse operations, coordinating with teams to ensure timely deliveries, and maintaining accurate documentation. Committed to enhancing operational efficiency and delivering high-quality customer service.**

### **Professional Experience**

**WAREHOUSE CHECKER | RUBY FOOD PRODUCTION PVT.LTD**

**JUNE 2022- JULY 2023**

- **Checked accuracy of picked orders against pick lists; ensured correct items, UOM, expiry date and quantities.**
- **Assisted with regular and cyclical stock counts; identified and reported discrepancies.**
- **Inspected goods for damage and quality before dispatch; reported issues to maintain standards.**
- **Preparing for deliveries and arranging them by route.**

**STOREKEEPER | MH ENTERPRISES**

**SEPTEMBER 2023 – JULY 2024**

- **Optimization of stock from SKUs (Stock Keeping Unit) wise, Brand Wise etc.**
- **Incoming material quantity and description entries through ERP software.**
- **Ensuring Safety and 5S in our workplace.**
- **Location of allocation of incoming goods.**
- **Following FIFO (First in First Out).**
- **Maintaining High-level Inventory accuracy (>99%).**
- **Deadstock details reporting to Management.**
- **Training new warehouse staff & workers.**
- **Conduct regular cycle count to maintain inventory accuracy.**

**OPERATIONS OFFICER | FRESH FRUITS COMPANY**

## JULY 2024 – PRESENT

- Managed end-to-end organization to ensure timely delivery of goods, enhancing overall Logistics efficiency.
- Skilled in efficiently managing a high volume of daily sales orders, exceeding 200+.
- Effective in coordinating with sales representatives to ensure smooth order processing and timely delivery.
- Oversaw sales orders, inter-company transfers, and invoice processes to streamline operations.
- Managed Goods Receive Notes (GRN) and Goods Return Voucher (GRV) updated records accurately through ERP systems.
- Collaborated with sales, accounts, and customers to facilitate smooth cash handling and order processing.
- Coordinated with the accounts team to request stock efficiently, manage and process sales orders (SO), Transfer Orders and invoices.
- Monitored and followed up on tax credit documentation to ensure compliance and optimize financial processes.
- Compiled and provided daily reports on sold goods and inventory availability for management review.
- Addressed customer inquiries related to dispatch, resolving any issues or delays promptly.
- Monitored customer credit limits and worked closely with the sales team for follow-ups.

## EDUCATION

- BSc information technology – Madura college (2019 -2022)

## SKILLS

- |                        |  |                  |  |                 |
|------------------------|--|------------------|--|-----------------|
| • Inventory Management |  | Order Processing |  | Data entry      |
| • Team Leadership      |  | Customer Service |  | Data Analysis   |
| • Warehouse operations |  | Problem solving  |  | Time Management |

## ADDITIONAL INFORMATION

- |                           |  |
|---------------------------|--|
| • Visa status: Employment | Languages: Tamil, English, Malayalam & Hindi               |
| • Notice period: 1-month  | Technical Skills: ERP software, MS office, Excel, Power BI |