



VINOD ELEMKULAM

PROFESSIONAL SUMMARY

Experienced in Warehouse operations management with strong proficiency in computerized inventory software and Microsoft excel. Skilled in manual lifting technique, goods receiving procedures and Stock management. Adept at optimizing Warehouse processes to enhance efficiency and accuracy. Seeking to leverage expertise to contribute to a dynamic team focused on operational excellence.

KEY SKILLS

Computerised
inventory software

Manual lifting
techniques

Goods receiving
procedures

Stock management

Communication &
Interpersonal Skills

Warehouse operations
management

Goods issuing
procedures

Leadership &
Communication

Problem Solving

EXPERIENCE

25th Nov 2023 - Current

WAREHOUSE IN-CHARGE

FUJSENG CONSTRUCTIONS, AL HAYL, FUJAIRAH, UAE

Duties & Responsibilities:

- Inventory management
- Receive, inspect & verify the incoming goods against LPO
- Organizing and maintaining stocks.
- Record keeping.
- Supervising the labours and staffs.
- Prepare Goods Receipt Note.
- Raise request for goods which is under minimal order quantity.
- Provide frequent training for staff regarding safety and equipment Handling
- Ensure safety of stock and staff during all time.
- Assist while Auditing.
- Monitor stock levels to avoid out of stock.
- Despatch the items as per the Approved request.

25th Nov 2022 – 20th NOV 2023

SECURITY GUARD

ARKAN SECURITY SERVICES, AL QUOZ, DUBAI, UAE

Duties & Responsibilities:

- Surveillance and monitoring

CONTACT

+971 502745393

VINODE93@GMAIL.COM

FUJAIRAH, UAE

EDUCATION

B.COM (COMPUTER APPLICATION).
CMS COLLEGE OF SCIENCE &
COMERCE .
TAMILNADU, INDIA

CERTIFICATION IN WAREHOUSE &
CARGO MANAGEMENT.
ADI GROUP OF INSTITUTION,
KERALA , INDIA

COMPUTER SKILLS

MS OFFICE
ERP (DYNAMICS 365)
TALLY

PERSONAL INFO

Nationality : Indian
DOB : 23-05-1993
Gender : Male
Marital Status : married
Address : Fugseng Constructions
Accommodation,
Al hayl,
Fujairah

PASSPORT INFO

Passport No : T5002627
Date of Issue : 09/04/2019
Date of Expiry : 08/04/2029
Place of Issue : Cochin

LANGUAGES KNOWN

English

Malayalam

Hindi

Tamil

- Emergency response
- Incident reporting
- Enforcing security protocols
- Provide First Aid in case of emergency.

01th Mar 2020 - 30th Mar2022

WAREHOUSE CO-ORDINATOR

KERALA FIBRE OPTICAL NETWORK , KERALA, INDIA

Duties & Responsibilities:

- Prepare Goods Receipt Note.
- Receive, inspect & verify the incoming goods against LPO
- Assist while Auditing.
- Ensure safety of stock and staff
- Record keeping.
- Inventory Management.

05th May 2015 - 05th May 2016

JUNIOR ACCOUNTANT

PRIYANKA ENTERPRISES , ANDRA PRADESH, INDIA

Duties & Responsibilities:

- Book keeping & Recork keeping.
- Bank Reconciliations.
- Data entry.
- Payroll processing.
- Prepare Invoices.
- Check the Stock in warehouse.
- Maintain the record of company's own shrimp farm.
- Arrange shipping of goods to customers via logistics team.

DECLARATION

I hereby declare that the above-mentioned information is correct to the best of my knowledge and belief.

VINOD E