

VIVEK MV



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Dubai Investment Park 2

PROFESSIONAL SUMMARY

Highly organized and detail-oriented worker, with a drive to exceed expectations. Ability to analyze data, develop strategies, and provide solutions to complex problems. Seeking to leverage skills and knowledge to contribute to team success.

SKILLS

MS Office

Python

Quick learning

Time Management

Teamwork

Team Building

Communication Skill

EXPERIENCE

STORE KEEPER, Dubai Investment Park 2

Ridge Household Trading.LLC, February 2023–Present

- Checking and dispatching : Check and verify the item's as per the invoice and LPO before it go to delivered, And dispatch the items as per delivery date
- Preparing invoices using Oracle
- Used Oracle to check and count all product inventories
- Coordinating with sales team merchandisers : Make sure the all LPO's are up to date before it invoiced and coordinate with the merchandisers regarding the delivery and GRV issues
- Organized daily deliveries and pickups according to geographic area and delivery employee availability
- Receiving, inspecting, and counting incoming supplies and materials, determining whether supplies received were in satisfactory condition
- Maintained accurate records of inventory levels, pricing and stock locations.
- Collaborated closely with logistics team members to ensure smooth flow of goods across supply chain network.

EDUCATION

BACHELOR OF SCIENCE IN ELECTRONICS , Kerala, Malappuram

University Of Calicut, May 2022

HIGHER SECONDARY EDUCATION IN BIO SCIENCE, Kerala, Malappuram

PCNGHSS MOOKKUTHALA, April 2019

PROJECT

Digitalization of driving license .An efficient vehicle tracking and accident detection system, it can also check the alcohol content .With the use of raspberry pi.

LANGUAGES

- **English**
Advanced
- **Malayalam**
Native
- **Hindi**
Advanced