



VINEESH NAIR

LOGISTICS EXECUTIVE

CAREER SUMMARY

Enthusiastic and highly motivated professional with solid and diverse experience in a variety of fields managing overall operations and optimizing organizational processes. Recognized as a dedicated and hardworking leader with a history of streamlining operations and increasing efficiency with experience in Leadership Development, Warehousing and Logistics.

ROLES AND RESPONSIBILITIES

As an Executive & warehouse supervisor my role is to understand the precise requirement of each project assigned to me and manage the work accordingly with the team for timely deliverables.

- ❖ Operations.
- ❖ Communication with Client, Contractor and company vendors
- ❖ Supply chain management.
- ❖ Documentations during pre-tender, post tender and handover stages.
- ❖ Customer service and client service.
- ❖ Logistics.
- ❖ Warehousing and Distribution.
- ❖ Inventory Management.
- ❖ Transport Management.
- ❖ To Prepare the Report.
- ❖ Exceptional Communication skills.
- ❖ Administrative Skills.

WORK SUMMARY

STOCKHOLDING DOCUMENT MANAGEMENT SERVICE LIMITED (2015 –Present)

- ❖ Maintain inventory of shipping materials and supplies.
- ❖ Bill preparation of executed work in company.
- ❖ Preparation of the Bill Voucher.
- ❖ To check the mails and replying the mails.
- ❖ Preparation of Attendance sheet of all employees.
- ❖ Communication with Clients, consultant, contractor and vendors regarding materials.
- ❖ Delay tracking and catchup schedule preparation Testing and commissioning of executed works.
- ❖ To coordinating the with Head offices regarding the Receipt and payments.

FIRSTSOURCE SOLUTIONS LIMITED (2014-2015)

- ❖ Call the customers regarding any service required.
- ❖ Daily call to the customer and ask the payment details.
- ❖ To maintain the excel sheet for the daily customer call list.
- ❖ Checking the bill and finalizing the submitted bill.
- ❖ Preparation of Daily call the customer list.
- ❖ Intimation of the customer when service is over the vehicle.
- ❖ To Prepare the Monthly report by service wise.
- ❖ To Prepare the bill Voucher.

INTELI TECHNOLOGY, BANGALORE (2012-2013)

- ❖ To design the webpage with customer requirements.
- ❖ Preparation of daily work report.
- ❖ To take data backup from the server.
- ❖ To develop web application with client requirements.
- ❖ To design the Login page as per the client requirement.
- ❖ To testing done by the self after completion of the work.
- ❖ Installing the Windows Operating System.

Contact Info

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Location: AJMAN, UAE

Employment History

- **STOCKHOLDING DMS**
LOGISTICS EXECUTIVE
Kerala, India
Jun 2015 – Feb 2023
- **FIRSTSOURCE SOLUTIONS LTD**
CUSTOMER SUPPORT EXECUTIVE
Kerala, India
Aug 2014 – Apr 2015
- **INTELI TECHNOLOGIES**
SOFTWARE ENGINEER
Bangalore, India
Nov 2012 – Nov 2013

Certification/Trainings

- Certification in Microsoft Office Workshop Training at Relent Information Private Ltd
- Diploma in Logistics operations and Supply chain management, University of Petroleum & Energy Studies

Software Skills

- HTML, CSS, Java Script
- Adobe Photoshop
- MS office projects
- Microsoft Office- Word, Excel,
- Google Sheet, Google Docs

Educational Qualification

- Master of Computer Application (2014-2017)
- Bachelor in Information Technology (2008-11)

Expertise

- C, C++ and C#
- Motivational Team Leader
- 3 PL Knowledge
- Facility Management
- Site Handling and Coordination

Personal & Visa details

- DOB : 21th April 1991
- Marital Status : Married
- Nationality : Indian
- Visa Category: Visit Visa
- Passport Number: W 5380506
- Passport Validity: 06.10.2022 to 05.10.2032
- Languages : English, Hindi, Tamil, Malayalam

Reference

- Mr. Rajendra More
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- Mr. Manoj M
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