



# Ankith P

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Toyota Building, B205 Sheikhzayid Road, Near  
Burjkhalifa Metro Station, Dubai, UAE

10 December, 1996

Having 3 years of work experience in operation, office administrative, logistics and supply chain management with hands on experience in client management, preparations of sales, purchase and receivable reports, supervising in supply chain and inventory. Looking forward in exploring newer challenges in handling data and clients and thereby contributing to the organisation where I work.

## WORK EXPERIENCE

### LOGISTICS AND WAREHOUSE ASSISTANT ABC GROUP

10/2020 - 11/2021

Taliparamba, Kannur

#### Responsibilities

- Organize transportation activities, including storage of goods, managing information accrued from Point of origin to delivery, orchestrating transportation movements, and arranging for services as necessary.
- Coordinating with warehouse for receipt of material and invoice submission.
- Handling import shipment procedure till delivery to the customer through regular coordination with the vendor and customer.
- Customer relationship maintenance (Client's meetings for dispute related to sales and purchase, coordination for debt collections and supply of materials).

### LOGISTICS AND OPERATIONS ASSISTANT SPRING INFRADEV PVT. LTD.

09/2018 - 09/2020

Vazhuthacaud, Thiruvananthapuram

#### Responsibilities

- Managing planning and tracking of logistics procurement activities, cost budgets, spending and savings forecasts.
- Keeping track and following up on documentation and Processes.
- Conducting regular supplier performance reviews and ensures that operational performance targets are met.
- Ensuring the sourcing function is properly organized, staffed, skilled where applicable within the region.
- Regularly invoicing the clients in compliance with project contracts, keeping tabs of accounts receivable.

### Internship Programme

Kerala State Industrial Enterprises LTD. (A Govt. Of Kerala Undertaking)

07/2019 - 08/2019

ERNAKULAM

Cochin International Container Freight Station

## EDUCATION

### Diploma in Logistics and Supply Chain Management

SCM Shipping Services PVT. LTD, Ernakulam

09/2018 - 06/2019

### Bachelor of Business Administration

KANNUR UNIVERSITY

2015 - 2018

AMSTECK Arts And Science College,  
Kalliaserry, Kannur

## SKILLS

MS Excel

SAP (Material Management)

Export/Import Documentation

Business Communication

MS- OFFICE Specialist

Marketing Management

Vendor Management

International Business

## CERTIFICATES

University of Dubai

- Distribution and Logistics Management
- verify.activeedu.in : UOD72594

SAP Material Management Power User Course

- Certificate Obtained via SAP Education's Enable Now Power User Program

Microsoft Office Specialist (Office Excel 2016)

- verify.certipoint.com :- wUWpa-Hahh

## ACHIEVEMENTS AWARDS

Participated in 'AUDACIOUS' 2017 south Indian Management meet conducted by Institution of Technology Mayyil.

Participated in 'IGNACIO' 2018 Inter-collegiate commerce fest conducted by Sir Syed College.

Management event Coordinator at AMSTECK Arts & Science College.

## LINGUISTIC PROFICIENCY

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Malayalam

Full Professional Proficiency

## PROFESSIONAL SKILLS

Excellent communication skills in written and verbal.

Ability to provide excellent customer services.

Willingness to learn and face new challenges

Ability to handle the pressure situations.