

Gokul R Nair



About Me



3 Year of experience in logistics



December 15th 1996



Jafza Freezone, Dubai



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OBJECTIVE: Seeking position of Warehouse Coordinator, logistics coordinator, sales or procurement department in the organization that is challenging and stimulating whereby I can render a valuable productive contribution utilizing following strengths.

- **Track record of achieving exceptional results in logistics and warehouse operations**
- **Procurement handling and Keeping track for future records**
- **Experience in SAP WM module and Oracle & Office suite tools(Excel, Word, PowerPoint, Outlook, Teams etc**
- **Strong knowledge of best warehouse Coordination, Shipping practices and Procurement**
- **Good organisational skills and experienced in working at fast paced environments**
- **Knowledge of basic documentation process required for local and GCC countries**



Professional Experience



April 2022 - Present

Designation: Warehouse Coordinator / Assistant Warehouse officer

Organization: Neovia Logistics Services Intl FZE, UAE

Responsibilities at JAGUAR AND LANDROVER



- Carrying out day to day activities as advised by the supervisor or team leader
- Separating and locating of inbound, Picking and packing of outbound
- Safety checks of the freight lift, equipment and tools
- Sort, organize and store inventory in the proper location using RFID
- Package items and label correctly
- Scan delivered items and ensure quality
- Report damaged or missing inventory to supervisors
- Move materials from facilities to workstations, pick-up locations, or other locations



Mercedes-Benz

Responsibilities at Mercedes-Benz Group AG

- Carrying out day to day activities as advised by the team leader and supervisor
- Ensuring labelling of parts as per Customs requirement
- Use of RF gun to perform separating and packing process
- Maintaining health and safety standards
- Stock audit, rearrangements in facility
- Training Junior staff of standard processes
- Updating day to day job activities in the database



February 2018 - January 2021

Designation: Recovery Executive

Organization: HDFC Bank Private limited



Computer Skills & Training

- Microsoft Word, Excel, PowerPoint and Outlook, Oracle, IFS & SAP
- Adobe Photoshop
- Neovia Operating System- Yellow Belt Training
- CAT II DG training for handling Dangerous Goods
- Forklift, reach truck, HLOP & LLOP training
- First Aider Certification



Education

Bachelor of Arts in History	MG University	2015 - 2018
10+2 (Higher Secondary)	N.S.S H.S.S Koottar	2013 - 2015
10th (High School)	N.S.S H.S.S Koottar	2013



Languages

- English
- Hindi
- Malayalam
- Tamil



Personal Details

- Nationality : Indian
- Marital Status : Single



Passport and Visa details

- Passport No. : U2391379
- Expiry Date : 27-06-2031
- Visa Type : Employment (JAFZA)

Declaration

I hereby declare that the above-mentioned information is correct up to my Knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Gokul R Nair