



CONTACT



055-164-4748



vipinvalikattu@gmail.com



A BLOCK,110, RITAJ, DIP2
13897 Dubai, UAE

SKILLS

- Hands on experience in well executed cost-effective supply chain system
- GPS Vehicle tracking and well knowledge of roads and traffic
- Working as Independent and Team Player.
- Learning attitude.
- Good Experience in Coordination.
- Effective communication skills.
- Monitor staffs and giving instructions to improve skills
- Handling and resolving complains of employees.
- Proficient in customer service and client handling.

COMPUTER SKILLS

- Proficient with MS Office (Excel, Word, PowerPoint).
- Hands on experience in ERP(FOCUS/SAP).
- Email writing.
- Data Analysis.

VIPIN JOSEPH

SUPPLY CHAIN MANAGER

OBJECTIVE

Secure a position in **LOGISTICS** sector in a well-established organization where I will get an appropriate stand to push my profession in field of logistics and an opportunity to perform my abilities by providing professional services.

PROFESSIONAL EXPERIENCE

❖ **SUPPLY CHAIN MANAGER – Mahmayi Office Furniture LLC, Dubai, UAE** June 2019 – Present

- Handling day-to-day operations for the logistics of the warehouse.
- Update and maintains accurate record of deliveries and clients in daily basis.
- Tracking GPS for all vehicles and giving instructions for excellent and timely delivery.
- Coordinates with Customers and our delivery teams for timely and efficient supply process.
- Handling customer complaints if any related to delivery.
- Planning proper flow of supply for each location as per customer date, time and scope of work in an efficient manner.
- Dealing with clients and sales team to improve best customer relationships.
- Monitoring traffic rules in advance for the supply areas while delivery planning and take necessary precautions.
- Ensures best services to customer by timely delivery of products.
- Preparing delivery schedule and assigning driver, technicians, and helpers as per requirement of each delivery.
- Monitor each delivery person and guide them to improve their skills and behavior in customer premises.
- Coordinating with HR department for staff recruitment.
- Planning deliveries in very cost-effective manner with good efficiency.
- Preparing staff report on monthly basis share with HR and MANAGEMENT TEAM.
- Supervising dispatching of trucks in the loading bay.
- Monitor trucks and delivery vans for the maintenance regular service.
- Monitor inventory movement and give extra care to avoid product complaints.

❖ **SUPPLY CHAIN EXECUTIVE – KM TRADING LLC Sharjah, UAE** Apr 2014 – Apr 2019

- Responsible for processing the requests from the branches and prepare for the delivery.

LANGUAGES KNOWN

- English
- Hindi
- Malayalam

- Preparing delivery schedules for each drivers depends of delivery time and workload.
- Tracking GPS for all vehicles and giving instructions for excellent and timely delivery.
- Dispatching the delivery vehicles with all documents and without any missing instructions.
- Resolving issues and complaints related to deliveries
- Monitoring customer reviews in google and company website and take necessary action to improve if any negative.
- Monitor staff efficiency and motivate to improve their working skills.
- Pricing if any additional work as per customer's request.
- Updating in ERP each delivery status and manual proof.
- Responsible for maintaining accuracy for the team.
- Giving training to newly joined employees for supply related procedures.
- Respond to requests, queries, and complaints from external customers.

AWARDS

- Promoted as Supply Chain Manager after Joined in Mahmayi Office Furniture

ACADEMIC QUALIFICATIONS

Qualification	Institute	Year of Passing
B.Sc. Mathematics	MG University, Kerala, India	2007 –2010

PERSONAL DATA

Date of Birth: 13-10-1989

Marital Status: Single

Gender : Male

Nationality : Indian

Passport No: L 1481557