



MANUPRASAD VIJAYAKUMAR

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SUMMARY

Looking for an opportunity to secure a position where I can employ all my skills for the benefit of the company. Well-skilled, educated followed by an internship to achieve good progress in my career through all my best knowledge and efforts.

WORK EXPERIENCE

- **Admin & Logistics Coordinator** *June 2009 to Feb 2023*
AIRBORNE SYSTEMS FZE, Dubai, UAE

- **Administrative works**

- ❖ Coordinated daily administrative operations, including scheduling meetings, managing office supplies, and handling correspondence.
- ❖ Managed executive calendars, arranged travel logistics, and prepared detailed reports and presentations for senior management.
- ❖ Arrange hotel bookings and visa documentation for guests.
- ❖ Maintained expense register of local purchase (stationaries, groceries & other essentials as instructed from the management).
- ❖ Prepared and monitored the office budget, ensuring cost-effective use of resources and adherence to financial guidelines.
- ❖ Visa processing documentation of new hires.
- ❖ Maintained hard and electronic copies of paperwork as needed (warehouse inventory report, inbound and outbound shipment tracking reports, GRN registers etc).

- **Logistics works**

- ❖ Coordinated logistics activities, including scheduling shipments, preparing documentation, and tracking deliveries.
- ❖ Communicated with customers and vendors to resolve issues and ensure smooth operations.
- ❖ Supported inventory management efforts, including receiving, inspecting, and stocking products.
- ❖ Prepared reports and analysis related to logistics performance and inventory levels.
- ❖ Sourced RFQ of aircraft parts on ILS, Parts base and other sites.
- ❖ Prepared quotations, purchase orders, sales orders in pentagon software.

- ❖ Coordinate import/export shipment activities, including customs clearance and documentation (Bill of Entry/ Exit).
- ❖ Prepares airway bill in Calogi, DHL, FedEx and UPS websites.
- ❖ Submits inbound/outbound documents in Dubai customs.
- ❖ Monitored and renewed subscriptions of customs related websites.
- ❖ Collaborated with suppliers and distributors to ensure accurate and timely delivery of products.
- ❖ Utilize logistics software to track shipments, manage inventory, and generate performance reports for senior management.
- ❖ Prepares justification letters for the customers and customs.
- ❖ Compared quotes and estimates for aircraft spares and to negotiate contracts with various vendors.

➤ **Warehouse works**

- ❖ Performed various warehouse duties, including receiving shipments, inspecting goods, labelling and storing items in appropriate locations.
- ❖ Assisted in picking, packing, and shipping orders, ensuring accuracy and meeting delivery deadlines.
- ❖ Prepared labels for outbound shipments.
- ❖ Supported inventory management efforts by conducting regular stock checks and reporting discrepancies.
- ❖ Coordinated with procurement and sales teams to manage inventory levels and address any supply chain issues.
- ❖ Maintained a clean and organized work environment, adhering to safety and sanitation standards.
- ❖ Purchase of packing materials and tools required for warehouse.

ACADEMIC PROFILE

- ❖ Pre degree, Kerala HSE, 2002-2004
- ❖ SSLC, Kerala Board, 2002

COMPUTER PROFICIENCY

Proficiency with Microsoft Office Suite (Word, Excel & Outlook)

PERSONAL SKILLS

- ❖ Communication skills, both verbal and written
- ❖ Strong numerical, analytical skills
- ❖ Invoice development

- ❖ Creativity and innovative thinking
- ❖ Self-motivated with an ability to adapt and work under pressure
- ❖ Problem Solving and Decision Making
- A strong awareness of safety issues
- ❖ Project and time management skills

REFERENCES

- ❖ Mr. Dilip Jain
Commercial Director, Airborne Systems FZE
Tel: +971 50 458 2101
- ❖ Mr. Simon Rodrigues
Asst. Manager, Airborne Systems FZE
Tel: +971 55 415 3386

PERSONAL INFORMATION

- ❖ Father's Name : Vijayakumar
- ❖ Mother's Name : Remani Vijayakumar
- ❖ Date of Birth : 28-05-1987
- ❖ Marital status : Married
- ❖ Religion : Hindu
- ❖ Nationality : Indian
- ❖ Languages : English, Hindi, Malayalam, Tamil
- ❖ Passport No : M7255844
- ❖ UAE Driving License No. : 3844272
- ❖ Hobbies : Spending time with my loved ones, listening music

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.