



AJEEB SALAM K

My Contact

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🏠 Neyyappadath House Palakkad, Kerala, India

Date of Birth : 12/06/1999

Nationality : Indian

Gender : Male

Status : Single

Academic Credentials

BACHELOR OF COMMERCE (B.Com.) – FINANCE
MG University | India

DIPLOMA IN LOGISTICS SCM
Karma Institute of Management and Commerce
Kalamassery, Ernakulam | India

PLUS TWO
Kerala Board of Public Examination | India

Computer Proficiency

- MS Office
(MS Word, MS Excel, MS PowerPoint)

Key Skills

- Inventory Management
- Stock Control
- Vendor Relationship Management
- Purchase Order Management
- Goods Receiving & Verification
- Stock Audits & Reconciliation
- Data Entry & Reporting
- Supply Chain Management
- Organizational Skills
- Team Collaboration
- Communication & Negotiation

About Me

Logistics professional with 2 years of experience in storekeeping, along with a background as an Event Assistant during the FIFA World Cup 2022 and Assistant Operations Management. Proficient in inventory management, supply chain coordination, warehouse operations, and logistics optimization. Skilled in vendor management, route planning, and stock control, ensuring efficient operations and timely deliveries. Seeking a logistics management role to leverage expertise in supply chain optimization and improve operational efficiency.

Professional Experience

STORE KEEPER | 01/02/2023 – 30/01/2025
ROYALGMART, KERALA, INDIA

- Maintain receipts (Stock In), record withdrawals (Out) of stockroom.
- Monitor stock levels and submit re-order requests in a timely manner.
- Receive goods, compare with purchase orders, and post to the system (Goods Received Voucher).
- Communicate with vendors to resolve order discrepancies, returns, damaged merchandise, or incorrect orders.
- Ensure proper record-keeping and manage documentation to confirm stock levels and maintain inventory control.
- Prepare stock schedules and provide reporting to department heads for informed purchasing decisions.
- Perform regular stock audits and reconcile inventory discrepancies to ensure accurate stock records.

EVENT ASSISTANT ((FIFA WORLD CUP QATAR 2022) | Oct 2022 – Dec 2022
GULF WAREHOUSING COMPANY, QATAR

- Managed logistics for indoor and outdoor events, ensuring timely delivery of materials and smooth operations.
- Conducted competitive event and marketing reporting to assess industry trends and optimize event execution.
- Assisted in securing the most suitable venues based on event budget, objectives, and guest requirements.
- Coordinated merchandise supply to ensure proper stock levels and timely distribution during events.
- Worked collaboratively to manage, prioritize, and multi-task in a fast-paced environment.
- Supported inventory control and warehouse operations, contributing to seamless event setup and delivery.

ASSISTANT OPERATIONS MANAGER | (6 Months)
CORDILA INFRASTRUCTURE PRIVATE LIMITED, KERALA, INDIA

- Managed hub & linehaul operations, including 5S, fleet management, and handling of logistics.
- Oversaw vendor management, optimizing relationships and performance across the supply chain (Inbound/Outbound).
- Led route planning, inventory management, freight management, and optimized logistics flow.

Passport Details

Passport No : U6395341
Date of Expiry : 21/01/2030
Place of Issue : Cochin

Languages Known

- English [Fluent]
- Hindi [Basic]
- Arabic [Basic]
- Hindi [Basic]
- Malayalam [Native]

Reference

- Available upon Request

- Planned and allocated resources (fleet and ground staff), ensuring smooth day-to-day operations.
- Supported strategic decision-making, ensuring alignment with company goals and operations.
- Advocated for personnel issues, fostering a productive work environment and employee engagement.
- Ensured delivery compliance, cost control, and maximized operational efficiency to meet business targets.
- Implemented continuous improvement initiatives to streamline warehouse processes and reduce lead times.
- Managed performance metrics to improve team productivity and operational output.

Key Achievements

- Reduced stock discrepancies by 15% through regular audits and accurate record-keeping.
- Improved inventory accuracy by 20% by implementing better tracking and re-order processes.
- Streamlined stock receiving process, cutting delivery discrepancies by 10%.
- Reduced stockouts by 12% by implementing timely re-order requests.

Declaration

Hereby declare that all the details mentioned above are in accordance with the truth and fact as per the knowledge and hold the responsibility for the correctness of the above-mentioned particulars.

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