



# ARJUN HARIDAS

## LOGISTICS & OPERATIONS

### PROFESSIONAL SUMMARY

Dedicated and detail-oriented professional with experience in inventory management, logistics coordination, and office operations across the UAE and India. Skilled in maintaining accurate stock records, optimizing warehouse procedures, and supporting administrative functions. Knowledgeable in supply chain practices with specialized expertise in diamond inventory. Committed to efficiency, accuracy, and streamlined workflows.

### WORK EXPERIENCES

#### STOREKEEPER

(Aug 2024 – Present)

SLICES CATERING SERVICES LLC, DUBAI, UAE

- Maintain and update inventory records, ensuring data accuracy and timely entries.
- Oversee stock levels, bin locations, and product expiry dates for better tracking.
- Conduct regular stock audits and reconcile physical stock with system records.
- Coordinate with local authorities to ensure security of goods and property.
- Implement inventory procedures to reduce waste and improve stock handling.
- Ensure compliance with safety standards and company warehouse policies.

#### INVENTORY CONTROLLER

(Apr 2022 – Aug 2023)

LUMINOUS FZCO, DUBAI, UAE

- Maintained inventory records with accuracy across storage and logistics systems.
- Applied knowledge of diamonds and the 4Cs to support product handling tasks.
- Monitored stock quantities, expiry dates, and bin allocations for each item.
- Coordinated inventory availability to support efficient dispatch operations.
- Conducted system updates and ensured proper stock movement documentation.
- Followed safety and logistics protocols to reduce handling errors and delays.

#### OPERATIONS ASSISTANT

(Sep 2020 – Jan 2022)

SHREE MARUTHI COURIER SERVICE, INDIA

- Entered data from source documents into company systems with high accuracy.
- Reviewed entries for errors and corrected inconsistencies in digital records.
- Scanned physical documents and maintained organized digital archives.
- Ensured all customer and shipment data remained confidential and secure.
- Responded to internal queries and provided relevant file information quickly.
- Applied standard data techniques to support faster and more reliable input.

### CONTACT

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Dubai, UAE

### EDUCATION

- **BBA IN LOGISTICS & SUPPLY CHAIN MANAGEMENT (2021)**  
SCM HUB International Business School
- **HIGHER SECONDARY (2018)**  
St. Peter's VHSS

### LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

### PASSPORT DETAILS

- Visa Status : Employment Visa
- Passport No : U239097

### PERSONAL DETAILS

- Date of birth : 17/10/2000
- Nationality : Indian
- Marital Status : Single
- Valid UAE driving licence

DRIVING LICENSE DETAILS

- Driving license No : 4961803
- Issue date : 14/06/2025
- Expiry date : 14/06/2027

SKILLS

- Inventory Management
- Stock Auditing & Reporting
- Warehouse Operations
- Logistics Coordination
- Data Entry & Record Keeping
- MS Excel & ERP Software
- Dispatch & Order Processing
- Product Knowledge – Diamonds
- Office Administration
- Document Scanning & Filing

ARJUN HARIDAS  
Date :