

# Adithya Sajan

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## SUMMARY

Performance-driven professional with extensive experience in managing integrated logistics supports to ensure prompt and accurate delivery of equipment, materials, and resources. Excellent leadership and a solid understanding of local customs and international regulations.

## EXPERIENCE

**Storekeeper**, 05/2023 - 06/2024

**Angels Nest Homestay** - Wayanad , India

- Receiving, inspecting, and verifying incoming goods, checking purchasing orders and invoices to ensure quantity and quality.
- Recording inventory transactions using computerized inventorymanagement systems.
- Monitoring stock levels, identifying potential shortages, and implementing measures to minimize waste and obsolescence.
- Storing and organizing goods in designated warehouse locations,enhancing space utilization and accessibility.
- Coordinating movement of inventory within the warehouse,including picking, packing, and dispatching orders. Maintaining a clean, safe, and orderly warehouse environment to ensure proper handling of goods.

## LANGUAGES

<b>English:</b>	C2	<b>Hindi:</b>	C1
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Proficient		Advanced	
<b>Malayalam:</b>	C2	<b>Tamil:</b>	B2
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Proficient		Upper Intermediate	

## SKILLS

- Tally
- SAP
- MS Office skills
- Analytical Skills
- Teamwork and Collaboration

## EDUCATION AND TRAINING

Logistics And Supply Chain Management, 2025  
**Adi Institute** - Calicut

**BBA**, 2023  
**Capital University**

**High School Diploma**, 2019  
**Government Higher Secondary School Kattikulam**