



AJAY S NAIR

ADMINISTRATIVE ASSISTANT

PROFESSIONAL SUMMARY

Dedicated and versatile Administrative Assistant with over 12 years of extensive experience in storekeeping, safety supervision, sales, and strategic management. Proven track record in warehouse operations, catering, and transport management, with expertise in stock control, time management, and safety compliance. Skilled in Microsoft Office and Excel, I hold a Certificate Diploma in Fire & Safety, combining technical proficiency with strong interpersonal abilities. My solid engineering foundation and commitment to customer service, paired with exceptional problem-solving skills, enable me to contribute effectively to administrative functions and support seamless operations in diverse environments. Adaptable and resilient, I thrive under pressure, ensuring operational efficiency and excellence.

WORK EXPERIENCE

STOREKEEPER (MAY 2022 – MARCH 2024) ELITE FOODS PVT. LTD., AROOR, ALLEPPEY, INDIA

- Oversaw inventory management in a fast-paced FMCG warehouse, ensuring accurate stock levels and timely order fulfillment.
- Conducted regular inventory audits and implemented a robust tracking system, reducing discrepancies and improving accuracy.
- Collaborated with logistics teams to coordinate efficient stock replenishment and distribution processes.
- Managed the receipt and inspection of incoming goods, ensuring quality standards were met and proper documentation was maintained.
- Developed and maintained strong relationships with suppliers and internal teams to enhance communication and operational efficiency.
- Trained and supervised junior staff, fostering a collaborative environment and promoting best practices in inventory management and safety compliance.

MANAGING PARTNER (MARCH 2015 – JANUARY 2022) AJAY TRANSPORT SERVICES, ERNAKULAM DISTRICT, KERALA, INDIA

- Founded and managed a successful transport company, overseeing a diverse fleet of vehicles to ensure efficient and timely delivery services.
- Developed and implemented operational strategies that enhanced service efficiency and reduced operational costs by 15%.
- Managed logistics, scheduling, and route planning, optimizing delivery times and improving customer satisfaction.
- Cultivated strong client relationships, securing contracts with key businesses and maintaining high retention rates.
- Supervised a team of drivers and support staff, providing training and fostering a culture of safety and excellence.
- Monitored vehicle maintenance schedules and compliance with regulatory requirements, ensuring fleet reliability and safety.
- Conducted market analysis to identify growth opportunities, successfully expanding service offerings and client base.

CONTACT

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EDUCATION

- DIPLOMA**
Deploma in Fire and Safety Engineering from NIFE, Kochi, Kerala
- HIGHER SECONDARY - 2008**
A M M H S S Edayaranmula, Pathanamthitta (Dis) Kerala.India
- SSLC - 2006**
A M M H S S Edayaranmula, Pathanamthitta (Dis) Kerala.India

SKILLS

- Inventory Management
- Safety Compliance
- Administrative Support
- Technical Proficiency
- Problem-Solving
- Customer Service
- Time Management
- Team Collaboration
- Adaptability
- Training & Mentorship

SOFTWARE SKILLS

- MS Office (word, Excel, Power point)

LANGUAGE

- English
- Malayalam
- Hindi
- Tamil

STOREKEEPER (MAY 30, 2014 – DECEMBER 15, 2015)
YEMEN CATERING & SUPPORT SERVICES INTERNATIONAL
(MEMBER OF YCI GROUP), MARIB, YEMEN

- Managed inventory operations in a dynamic catering environment, ensuring accurate stock levels and timely distribution of supplies.
- Conducted regular inventory audits and maintained detailed records, significantly reducing discrepancies and improving stock accuracy.
- Coordinated with procurement teams to oversee the receipt and inspection of goods, ensuring compliance with quality standards and specifications.
- Implemented efficient storage solutions that optimized space and facilitated quick access to materials, enhancing operational efficiency.
- Collaborated with cross-functional teams to support catering events, ensuring all necessary supplies were available and delivered on time.
- Provided training and guidance to new staff on inventory management practices and safety protocols, promoting a culture of accountability and excellence.

SAFETY SUPERVISOR (JANUARY 5, 2013 – APRIL 28, 2014)
NEW LPG TRAIN 4 PROJECT, KNPC, AL AHMADI, KUWAIT

- Oversaw safety protocols and compliance for the LPG Train 4 project, ensuring adherence to local and international safety regulations.
- Conducted regular safety inspections and risk assessments, identifying potential hazards and implementing corrective actions to mitigate risks.
- Developed and delivered safety training programs for project staff, enhancing awareness and fostering a culture of safety on-site.
- Collaborated with project management and engineering teams to ensure safety considerations were integrated into project planning and execution.
- Managed incident reporting and investigations, analyzing root causes and recommending preventive measures to avoid future occurrences.
- Maintained detailed safety documentation, ensuring accurate records of safety meetings, inspections, and compliance audits.

STOREKEEPER (JULY 5, 2011 – DECEMBER 21, 2012)
FATHIMA ENGINEERING COMPANY PVT. LTD., KANYAKUMARI,
TAMIL NADU, INDIA

- Managed inventory for an engineering warehouse, ensuring accurate stock levels and timely availability of materials for production.
 - Conducted regular stock audits and reconciled inventory discrepancies, enhancing accuracy and efficiency in inventory management.
 - Implemented effective storage solutions and organization systems to optimize space and improve workflow within the warehouse.
 - Collaborated with procurement and logistics teams to coordinate the receipt and distribution of materials, ensuring quality and compliance with specifications.
 - Assisted in generating purchase orders and monitored supplier deliveries to maintain operational continuity.
 - Maintained safety standards and best practices in the warehouse, contributing to a safe working environment for all staff.
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