



ARUL RAJAN J

PROFILE SUMMARY

Organized Purchase Officer, Logistics Coordinator and Inventory Controller with years of experience providing top-notch inventory management services. Proficient in identifying opportunities to improve efficiency and optimize cost-effectiveness. Excellent communication skills to manage multiple priorities in a fast-paced environment

WORK EXPERIENCE

- **Purchase Officer**
Global Catering Services LLC, U.A.E
Mar 2024 – Present
- **Logistics Coordinator & Inventory Controller**
Global Catering Services LLC, U.A.E
Feb 2023 – Feb 2024
- **Purchase Officer Cum Inventory Controller**
Nine Miles Catering Services, U.A.E
Apr 2022 – Nov 2022
- **Inventory Controller | Store Keeper | In-Charge**
Al Maya Groups (L.L.C) U.A.E
Jan 2018 – Jan 2022
- **Junior Officer**
St. Xavier Finance Limited, India
2014 - 2018
- **Store Keeper**
Ultra Technical Concepts LLC, U.A.E
2011 - 2013

ROLES & RESPONSIBILITIES

Purchase Officer:

- ❖ Managing day to day operational activities of warehouse like administrative duties, stocks transactions, physical inventories, transport, clean, safety and security
- ❖ Conducting product research and sourcing new suppliers and vendors.
- ❖ Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals.
- ❖ Negotiate contract terms of agreement and pricing
- ❖ Performing inventory inspections and reordering supplies and stock as necessary.
- ❖ Updating and maintaining records of all orders, payments, and received stock.
- ❖ Receiving all incoming materials and reconciling with purchase orders and other related documents
- ❖ Maintaining good relationships with suppliers
- ❖ Maintain updated records of purchased products, delivery information and invoices
- ❖ Prepare reports on purchases, including cost analyses

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Abu Dhabi, UAE.

EDUCATIONAL ATTAINMENT

- Bachelor of Commerce from Thiruvalluvar University
- 12th from St. Jude Thaddeus Higher Secondary School
- 10th from St. Jude Thaddeus Higher Secondary School

PERSONAL INFO

Nationality : India
Gender : Male
Date of Birth : 04-Dec-1986
Marital Status : Married
Passport No. : T6779816
UAE License No : 2965189
(Exp. Date: 21-11-2025)

LANGUAGES KNOWN

English : ● ● ● ● ● ● ●
Tamil : ● ● ● ● ● ● ●
Hindi : ● ● ● ●
Malayalam : ● ● ● ●

SOFTWARE PROFICIENCY

MS OFFICE – Word | Excel

TALLY | Oracle JD Edwards |

Oracle Hospitality Materials Control

KEY SKILLS

- Warehouse organization
- Staff Management
- Customer Services
- Production planning
- Warehouse Logistics
- Staff supervision
- Order picking and processing
- Shipping and Receiving
- Training and Development
- Logistic management
- Excellent Communication
- Leadership

- ❖ Monitor stock levels and place orders as needed
- ❖ Coordinate with warehouse staff to ensure proper storage
- ❖ Attend trade shows and exhibitions to stay up-to-date with industry trends

Logistics Coordinator:

- ❖ Supervise daily warehouse activities, including quality assurance, inventory control, space management, logistics, floor productivity, shipping, and customer service
- ❖ Schedule and oversee warehouse team, and manage the flow and quality of work to maximize efficiency and minimize overtime
- ❖ Meet regularly with warehouse leads to analyze productivity and develop actionable plans for loss prevention
- ❖ Oversee and manage logistics for transporting products to customers and company facilities, communicating with drivers and air partners to ensure efficient delivery of packages
- ❖ Overseeing receiving, warehousing, and distribution operations.
- ❖ Implementing operational policies and procedures.
- ❖ Ensuring effective and safe use of warehouse equipment.
- ❖ Processing Orders
- ❖ Ensuring the safety of staff, also training, supervising and appraising staff.
- ❖ Maintaining documentation and keeping accurate records of warehouse activities.
- ❖ Maintaining awareness and knowledge of the condition and location of fleet vehicles.
- ❖ Assisting with deliveries where required
- ❖ Coordinate with Quality Control & Logistics departments.
- ❖ Operating machinery, such as forklifts and pickers, and ensuring it is in working order.
- ❖ Liaising with transport companies, suppliers and clients.

Inventory Controller:

- ❖ Oversee inventory and supply chain management according to company guidelines.
- ❖ Perform critical inventory tasks to ensure the correct amount items are in stock
- ❖ Respond to sales inquiries and purchase orders; collect and analyze data to determine appropriate order quantities; process orders for shipment.
- ❖ Review operations schedules and production requirements to ensure timely order fulfillment.
- ❖ Track rates of accuracy, purchase and return as well as defective items to inform quality control decisions.
- ❖ Apply data program techniques and procedures
- ❖ Generate reports, store completed work in designated locations and perform backup operations
- ❖ Comply with data integrity and security policies
- ❖ Ensure proper use of office equipment and address any malfunctions
- ❖ Nurture positive relationships with suppliers and provide customer service as needed
- ❖ Data entry and inventory maintenance in Supermarkets, production costing etc.
- ❖ Tally the monthly sale, purchase and forwarding the reports to Accounts department Preparing sales invoices & the upkeep of an accurate accounts filing system.
- ❖ Preparation of various reports for senior managers.
- ❖ Supervising junior financial staff.

Store Keeper:

- ❖ Managing day to day operational activities of warehouse like administrative duties, stocks transactions, physical inventories, transport, clean, safety and security
- ❖ Organize Storage, Merchandise, Damage, Dispatch areas and work areas for smooth operation
- ❖ Monitoring receipt of stock and checking delivery note and invoices and items delivered in conformance with purchase orders and prepare goods receipt notes
- ❖ Controlling the processing of stock delivery orders and directing the issuance and delivery of stocks to the concerned locations
- ❖ Analyzing stocks and records and suggesting appropriate actions for non-usable, slow moving or dead stocks and end of project materials and safekeeping materials
- ❖ Supervising the proper handling of stock items and monitoring loading and unloading of stocks
- ❖ Receiving all incoming materials and reconciling with purchase orders and other related documents
- ❖ Reporting, documenting and tracking damages and discrepancies on orders received
- ❖ Develop work schedules & process to assure effective operation and maximize warehouse productivity and storage efficiency
- ❖ Maintaining sufficient stock inventory and initiate replenishment when necessary
- ❖ Preparing weekly and monthly reports of warehouse transactions
- ❖ Physical stock verification and reconciliation of stock in system

Junior Officer:

- ❖ Assist Customers about various Gold Loan Schemes as well as information on other financial products of St. Xavier Finance Limited
- ❖ Keep track of outstanding & overdue loans / payments and follow up with concerned customers on repayment. Follow up Overdue Customers
- ❖ Ensure proper documentation records gold loan disbursal, daily accounts consolidation, pledge, release, GL Reports
- ❖ Prepare Monthly collection report, outstanding report, monthly growth report, New Month Growth report and send to H.O.
- ❖ Meet the customers and inform the status of Auction & Overdue Gold loan

In-Charge:

- ❖ Handling various operational aspects such as managing inventories, ordering products, and analyzing sales
- ❖ Meeting sales goals by training, motivating, mentoring and providing feedback to store staff
- ❖ Ensuring high levels of customers satisfaction through excellent service
- ❖ Maintain outstanding store condition and visual merchandising standards
- ❖ Deal with all issues that arise from staff or customers

DECLARATION

I hereby declare that above furnished information is true to the best of my knowledge I look forward to hearing from you in the near future.

ARUL RAJAN J