



Mobile No.: +971 543744298

Email: arulrajan04@gmail.com

Dubai, UAE.

EDUCATIONAL ATTAINMENT

- MBA in Logistics and Supply Chain Management from Sriperumbudur Institute of Industrial Education
- Bachelor of Commerce from Thiruvalluvar University
- 12th from St. Jude Thaddaeus Higher Secondary School
- 10th from St. Jude Thaddaeus Higher Secondary School

PERSONAL INFO

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

SOFTWARE PROFICIENCY

MS OFFICE – Word | Excel

Oracle JD Edwards

Oracle Hospitality Materials Control

TALLY

ARUL RAJAN J

PROFILE SUMMARY

Accomplished Warehouse Supervisor with extensive experience delivering exceptional inventory management solutions. Skilled in enhancing efficiency and driving cost optimization. Adept at communicating effectively to excel in fast-paced, multi-tasking settings. Passionate about applying my expertise to contribute to your team's success and drive continuous improvement.

WORK EXPERIENCE

- **Warehouse Supervisor | Feb 2023 – Dec 2024**
Global Catering Services LLC, U.A.E
- **Logistics Coordinator | Feb 2022 – Jan 2023**
Nine Miles Catering Services, U.A.E
- **In-Charge | Inventory Controller | Store Keeper
| Jan 2018 – Jan 2022**
Al Maya Groups (L.L.C) U.A.E
- **Accountant | 2014 - 2017**
St. Xavier Finance Limited, India
- **Store Keeper | 2011 - 2013**
Ultra Technical Concepts LLC, U.A.E

ROLES & RESPONSIBILITIES

Warehouse Supervisor:

- ❖ Responsible for overseeing a wide variety of warehouse activities including receiving raw materials and/or finished goods and maintaining inventory and associated records.
- ❖ Receiving incoming goods and routing to appropriate area or personnel.
- ❖ Meets warehouse financial standards by providing annual budget information; monitoring expenditures.
- ❖ Identifying variances; implementing corrective actions. Maintains inventory by conducting monthly physical.
- ❖ Moving inventory by scheduling materials to be moved to and from the warehouse; coordinating inventory transfers with related departments.
- ❖ Also, deliver supplies and equipment to departments by receiving and transferring items.
- ❖ Maintaining storage area by organizing floor space; adhering to storage design principles; recommending.
- ❖ Instructed employees on care and preservation of items received, stored, and shipped; methods and use of equipment in handling, storing, maintaining, and shipping stock; and related problems.
- ❖ Maintaining warehouse cleanliness to avoid contamination of products entering and leaving the facility.

LANGUAGES KNOWN

English ○○○○○

Tamil ○○○○○

Hindi ○○○

Malayalam ○○○

KEY SKILLS

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

CERTIFICATES

- Essential Food Safety Training Certificate
- Basic First Aid
- Basic Fire Fighting
- Security Training for Seafarers with Designated Security Duties
- Personal Survival Techniques
- Fire Prevention and Fire Fighting
- Elementary First Aid
- Practical Tanker Fire-Fighting Course
- Personal Safety and Social Responsibilities
- Gold Appraisal
- Totally 9.0

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.
- ❖ Overseeing receiving, warehousing, and distribution operations
- ❖ Implementing operational policies and procedures.
- ❖ Ensuring effective and safe use of warehouse equipment.
- ❖ Maintaining documentation and keeping accurate records of warehouse activities.
- ❖ 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.

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.
- ❖ Analyzing stocks and records and suggesting appropriate actions for non-usable, slow moving or dead stocks and end of project materials and safekeeping materials.
- ❖ Receiving all incoming materials and reconciling with purchase orders and other related documents.
- ❖ Reporting, documenting and tracking damages and discrepancies on orders received.
- ❖ Physical stock verification and reconciliation of stock in system.

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.
- ❖ Tally the monthly sale, purchase and forwarding the reports to Accounts department Preparing sales invoices & the upkeep of an accurate accounts filing system.