



ARUL RAJAN J

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PROFESSIONAL SUMMARY

Multifaceted and results-oriented Warehouse Supervisor and Logistics Coordinator with over 12 years of progressive experience in inventory control, supply chain management, storekeeping, and operations leadership across the UAE. Proven ability to streamline warehouse functions, improve logistics workflows, enforce safety standards, and deliver accurate inventory reports. Skilled in Oracle JD Edwards, Oracle Hospitality MC, Tally, and MS Excel. Certified in Food Safety, Firefighting, First Aid, and Security Training for high-compliance environments. **Holds a valid UAE driving license**, and is immediately available to contribute to operational efficiency, cost control, and strategic logistics planning.

WORK EXPERIENCE

WAREHOUSE SUPERVISOR

FEB 2023 – DEC 2024

Global Catering Services LLC, UAE

- Managed receiving, organizing, and dispatching of materials and goods.
- Maintained accurate inventory records and physical verification.
- Coordinated internal transfers and ensured timely supply delivery.

LOGISTICS COORDINATOR

FEB 2022 – JAN 2023

Nine Miles Catering Services, UAE

- Oversaw daily logistics and warehouse activities including QA, inventory, and shipping.
- Liaised with suppliers, clients, and transport teams for efficient deliveries.

INVENTORY CONTROLLER / STORE KEEPER / IN-CHARGE

JAN 2018 – JAN 2022

Al Maya Group LLC, UAE

- Handled all inbound/outbound materials, stock reconciliation, and order processing.
- Conducted inventory analysis to minimize dead stock and improve turnover.

ACCOUNTANT

2014 – 2017

St. Xavier Finance Ltd., India

- Maintained accurate financial statements, reconciled accounts, and handled invoicing.
- Processed sales, purchase entries, and ensured proper documentation.

STORE KEEPER

2011 – 2013

Ultra Technical Concepts LLC, UAE

- Managed day-to-day store operations including stock receipt, dispatch, and documentation.
- Maintained GRNs, monitored stock levels, and supported project materials planning.

EDUCATION

MBA – LOGISTICS & SUPPLY CHAIN MANAGEMENT

Sriperumbudur Institute of Industrial Education, India

BACHELOR OF COMMERCE (B.COM)

Thiruvalluvar University, India

HIGHER SECONDARY (12TH) & SSLC (10TH)

St. Jude's Thaddeus HSS, India

CERTIFICATIONS

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

CORE COMPETENCIES

- Warehouse & Inventory Management
- Logistics & Supply Chain Operations
- Stock Control & Materials Handling
- Order Picking, Processing & Dispatch
- Shipment Receiving & Documentation
- Procurement & Storekeeping
- Oracle JD Edwards & Tally ERP
- MS Excel & Reporting
- SOP Implementation & Team Training
- Production Planning & Coordination
- Material Reconciliation & Stock Verification
- Forklift Operation & Safety Compliance
- Customer Service & Interdepartmental Liaison
- Budget Monitoring & Cost Optimization

TECHNICAL PROFICIENCIES

- Oracle JD Edwards – Inventory & Logistics Modules
- Oracle Hospitality Materials Control
- TALLY ERP – Accounting & Inventory
- Microsoft Office Suite – Excel, Word

LANGUAGES

English Hindi Malayalam Tamil