



ARUL RAJAN J

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PROFESSIONAL SUMMARY

Multifaceted and results-oriented Warehouse Supervisor 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**
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.
- WAREHOUSE EXECUTIVE**
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.
- WAREHOUSE EXECUTIVE**
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**
St. Xavier Finance Ltd., India
 - Maintained accurate financial statements, reconciled accounts, and handled invoicing.
 - Processed sales, purchase entries, and ensured proper documentation.
- STORE KEEPER**
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