



ARUN R NATH

Logistics Coordinator /Storekeeper



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Era building Burjman Exit 2,Dubai



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DOB: 04-07-1993

Education

- B.Tech- Electronic & Communication Engineering- VTU University
- HSE- Science - Kerala Board of Higher Secondary Examination

Skills

- Teamwork and Collaboration
- Computer Skills Monitoring
- Record keeping & Documentation
- Group Assistance
- Order Segregation order processing
- Inventory control procedures
- Loss preventions
- Supply chain management
- Quality control and Safety protocols
- Customer service and client relations
- Adaptability
- Multitasking and problem solving
- Emergency preparedness
- Data Analysis
- Warehouse Operations & Logistical planning
- Equipment maintenance
- Material Handling & Time Management

Academic Projects

- Internship in Data Analysis Using Advanced Excel
- Topic: Access Control Using RFID
 - Abstract
 - RFID Reader and Tags
 - Micro Controller
 - DC motors

Language

- English
- Malayalam
- Hindi
- Tamil

Professional Overview

I Seeking Suitable Position in a firm with professional work is driven in an environment where i can utilise my skills and knowledge to deliver value added results as well as which would enable me as an individual to grow, learn and develop while fulfilling the organisational goals

Work Experience

Logistics Coordinator cum Storekeeper

PROMAX BUILDERS,

- Optimized inventory management processes by analysing historical data and trends, achieving a 15% reduction in excess stock and improving delivery times by 20%.
- Streamlined warehouse Operations by implementing an inventory management system that reduced errors by 30%.
- Coordinated with vendors to ensure timely restocking , minimizing backorders by 15% and facilitating smoother workflow.
- streamline coordination with carrier relationship management, ensuring 95% of deliveries met or exceeded customer expectation deadline.
- Assist the Purchasing manager with the monthly inventory & preparation of non-moving and slow moving item list.
- Ensure that all products are properly prepared and packaged prior to delivery.
- Successfully Coordinated the delivery of large orders to over 50 customers in a timely and efficient manner.
- Monitored warehouse operations to ensure quality control and efficient workflow.
- Managed a fleet of 15 trucks , Optimizing routes to reduce transportation costs by 10%.
- Implemented a customer feedback system specifically for logistics-related issues,resulting in a 40% decrease in customer complaints related to delivery and handling.
- Managed and updated more than 50+ customers records, schedules, into the company data base, ensuring security and confidentiality.

Mobile Shop & Accessories- Own Business

- Better leadership and Team management
- Quality customer service and communication with customers in friendly and professional manner.
- identified local laws and regulations for small business owners regarding grooming.

Sales Executive- TVS Motors, Kerala

- Collaborated with the sales team to create effective sales strategies and share best practice.
- Negotiated favourable deals with key clients, leading to enhanced profitability and customer loyalty.
- Gathering feedback from customers to understand their evolving needs and communicate valuable insights to internal terms for product or service improvement.
- Provided Timely and accurate sales forecast and report to the management team.

Certificates

- Fire and Safety- Safety Tech Management- Institute of HSE-2015.
- Microsoft office- (word, Excel,powerpoint & Outlook)
- CICMS Certification