



AMEN SATHYAN

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📍 Dubai Investment Park

✉ amansathyan20@gmail.com

PROFILE

Highly skilled Reliable and punctual professional with strong work ethic and a respectful and straightforward manner of communication, Team-oriented labor professional with 2 years of experience performing transportation and delivery duties in search of opportunity to contribute to a successful warehouse business. Highly accomplished and people-oriented management professional with considerable experience in shipping, labeling, transporting, and tracking inventory for retail stores. Holds the self and management team to the highest of standards and ensures that daily tasks are completed in a timely and attentive manner

SKILLS

- Communication skills
- Computer skills
- Customer service
- Microsoft office, Excel , Word
- Office Administration
- Supply chain management
- Time management

LANGUAGES

- Malayalam - Native 10/10
- English - 10/10
- Hindi - 8/10
- Tamil - 6/10

CERTIFICATIONS

- Diploma in Shipping and Logistics Professionals
- Diploma in Computerized Financial Accounting

WORK EXPERIENCE

RECEIVING EXECUTIVE

Venus Medical pvt Ltd (oct 2023- march 2024)

Trivandrum, Kerala , India

- Accept items for delivery.
- Accept delivery of authorized items.
- Performs Inbound/Outbound Receipts.
- Maintain department equipment records.
- Maintain Inbound/Outbound Appointment log.
- Verify packages according to the order and invoices (quantity, quality, price etc.)
- Implementing safety procedures and standards in handling of goods

WAREHOUSE ASSISTANT

Bhavani Auto-distributors Tvm(March 2022-september 2023)

Trivandrum, Kerala, India

- Processing and packing customer orders ready to ship
- Loading delivery vans and checking shipments match the delivery schedule
- Gathering materials and supplies from the stores for colleague
- Managing stock levels and placing orders for new materials where required
- Entering data into computer systems to keep stock inventory up to date
- Moving supplies or boxes around the warehouse
- Keeping the warehouse area clean, tidy and free from unnecessary hazards to uphold health and safety

EDUCATION

2019- 2022

VIGYAN COLLEGE OF APPLIED SCIENCES

- Bachelor of Arts in English language and literature.