

AJMAL P

Store Keeper and logistics dispatcher with experience in transportation, warehousing, and inventory management. Proven ability to optimize resources to improve delivery times and reduce costs. Excels at developing and maintaining positive relationships with clients and suppliers. Effective communicator with excellent planning, organizational and problem-solving skills.

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Profile Summary

- ❖ An accomplished and a dedicated professional with nearly 3 years of progressive experience and a thorough understanding of Supply Chain Procedures, Store Keeping, Inventory management and Logistics Dispatching.
- ❖ Skilled in controlling Inventory of business units with an objective of ensuring smooth running of operations in the inventory movements which results in the continuous growth of turnover and operative results.
- ❖ Efficient in delivering excellent services to ensure high levels of customer satisfaction.
- ❖ Timely and effective Responding to customer complaints and concerns in a professional manner.
- ❖ Undertaking store administration duties such as managing store budgets and updating financial records.
- ❖ Developing and arranging promotional material and in-store displays.
- ❖ Undertaking administrative tasks, monitoring inventory levels, and developing business strategies.



Key Impact Areas

Supply Chain Coordination



Customer Service



Technical Support



Inventory Control



Retail Administrative Responsibilities



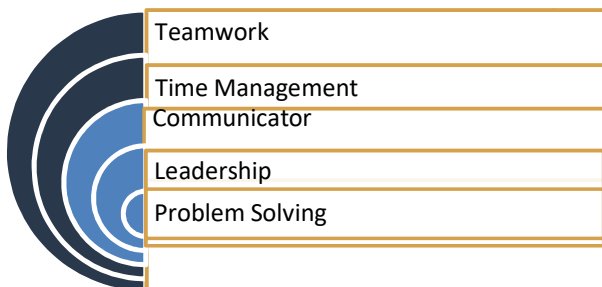
Daily Operations



Sales Management



Soft Skill



Education

2021: **BBA Logistics and Supply Chain Management.**,
Bharathiar University



Technical Skills

- ❖ MS Office
- ❖ SCM ERP
- ❖ Microsoft Outlook

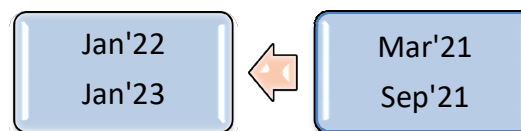


Trainings

- ❖ 7 months Internship with Flipkart India in supply chain management.



Career Timeline



Al Shifa Traders Pvt Ltd
Kerala

Flipkart
Kerala

Work Experience

Dec'20 – Dec'22

Al Shifa Traders Private Limited, Kerala

Store Keeper

Key Responsibilities

- ❖ Received incoming stock items for storage and distribution within the department
- ❖ Maintained accurate inventory of all items in the stockroom.
- ❖ Maintained inventory on all controllable items.
- ❖ Performs duties as assigned incidental to the receipt, storage, issue, transfer, or shipping of stock.
- ❖ Sets up and maintains efficient storage and supply areas as assigned.
- ❖ Maintains authorized stock levels and issues materials as required.
- ❖ Maintaining inventory databases for material stocked in shore-based warehouses and ship storerooms; perform duties associated with hazardous material control and management.
- ❖ Unpack, inventory, and stock items in their proper locations within the storeroom or maintenance facility.
- ❖ Reordered raw materials from several different vendors, performed daily analysis reports on all inventory raw and finished goods.
- ❖ Provide exceptional customer service Use personal effectiveness Relationship management Strong customer focuses customer's Stock merchandise.
- ❖ Completed logistics requirements determination studies inventories and requisitions supplies, repairs parts and equipment while maintaining stock of supplies and equipment.
- ❖ Rotate stock and coordinate the disposal of surpluses.
- ❖ Perform other stock-related duties, including returning, packing, pricing, and labeling supplies.
- ❖ Receive, unload, and shelf supplies.

Mar'21 – Sep'21

Flipkart, Kerala

Supply Chain Dispatcher

Key Responsibilities

- ❖ Identified process improvements in the day-to-day functioning of the department.
- ❖ Strategically planned methods to achieve operational goals and targets.
- ❖ Performed inside sales resulting in increased revenue.
- ❖ Planning and dispatching pick-up and delivery.
- ❖ understand, work with and possibly help to develop e-commerce.
- ❖ implement health and safety procedures.
- ❖ work on new supply strategies.
- ❖ continually try to improve and develop business performance within the constraints of legislation, fuel costs and rising environmental pressures.
- ❖ use data from IT systems to evaluate performance and quality and to plan improvements.
- ❖ use associated information systems to coordinate and control the order cycle.



Personal Details

Date of Birth: 05th July, 1999

Languages Known: English, Hindi, Malayalam

Address: Ajman

Passport No: W2645060