



## SOORAJ MUTTIL

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### OBJECTIVE

Obtain a challenging leadership position applying creative problem solving and learn management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

### EXPERIENCE

#### SKYBOUND DISTRIBUTOR

07/07/2022 - 10/04/2023

##### Warehouse Manager

###### Key Responsibility

- As receiving and inspecting incoming goods and Supplies
- Maintaining accurate inventory records and handling stock rotation
- Ensuring that all items are properly labeled, stored and organized
- Maintaining a clean and organized storage facility
- Communicating with vendors and suppliers as needed
- Dispatching outgoing shipment accurately and on time
- Performing regular stock check to ensure inventory accuracy
- Delivered performance appraisals to drive team productivity.
- Enhanced picking and packing output through targeted team coaching and feedback.
- Planned work rotas to optimise team performance and target achievement.
- Improved warehouse layout to maximise storage space.
- Delegated tasks and coordinated warehouse workflow to support continuous productivity.

#### ECOM EXPRESS PVT LTD, KANNUR

22/02/2019 - 20/06/2022

##### Logistics operations Manager/Warehouse Operations Manager

###### Key Responsibility

- Monitor and manage shipments movements
- Responsible for the day to day dispatch orders
- Ensure timely order processing
- Preparation of report like inbound, outbound, RTO and ageing report
- Evaluate the performance of team members and determine training needs
- Monitor KPI and performance to ensure the logistics operation is meeting targets
- Manage logistics team including scheduling, route planning and resource allocation
- Ensures all the operational SOPs are followed
- Ensure delivered customer package on time without any delay
- Prepare Invoice and Shipping documents
- Monitored logistical expenses to keep operating costs low.
- Analysed logistical operations and recommended methods to improve service delivery.
- Issued shipping instructions and routing guides to facilitate product deliveries to destinations.

#### VALINEX MARKETING SOLUTION LLP

12/01/2017 - 15/02/2019

##### Sales Manager

###### Key Responsibility

- Created and directed sales team training and development programmes.
- Retained existing customers and substantially grew customer base, product line and sales volume.
- Collected customer and market feedback and reported information to company leadership.
- Monitored sales team performance, providing effective training to help reach revenue and profit targets.
- Planned and developed strategies to increase sales territory positioning, exceeding company targets.
- Hired and trained dedicated and high-achieving sales teams.
- Maintained strong relationships with existing customers by providing comprehensive support.
- Developed new ideas and thought creatively to grow business and enhance profitability and revenue

#### MANESH ACCOUNTANT & TAX PRACTITIONERS, TRIKARIPUR

04/01/2016 - 07/01/2017

##### Accountant

###### Key Responsibility

- Analysed monthly reporting to reconcile production operations and general ledger.
- Analysed monthly balance sheet accounts for corporate reporting.
- Maintained integrity of general ledger, including chart of accounts.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Checked and imported payroll and pension data to pay salary deductions.
- Provided accurate monitoring information to budget holders on monthly basis.
- Prepared monthly bank reconciliations and submitted compiled reports to shareholders.

#### MUTHOOT FINCORP PVT LTD

04/10/2014 - 08/11/2015

##### Customer Service Executive

Key Responsibility

- Warmly greeted customers with positive telephone asking well-rounded questions to identify issues.
- Exceeded targets by delivering comprehensive and consistent service.
- Managed banking and accounts with expert finance knowledge.
- Improved company processes by analysing customer feedback and service trends.
- Audited calls and service levels to maintain high standards.
- Offered detailed product and service advice based on customer needs.
- Maintained working knowledge of available products and services.
- Participated in meetings to discuss goals and sales target.
- Registered customer information to maintain accurate records.

GLOBAL LUBRICANT INDUSTRY LLC AJMAN

07/03/2014 - 25/9/2014

Sales Executive

Key Responsibility

- Generated new leads and opportunities to maximise revenue.
- Built long-term relationships with customers and generated referrals from existing clients.
- Achieved and exceeded sales targets in line with client growth across all products and services.

EDUCATION

BHARATHIYAR UNIVERSITY

2013

MBA- Finance and Marketing

KANNUR UNIVERSITY

2011

BBM

SKILLS

Operations Management,Problem Solving,Interpersonal Skills,Customer Service,Administrative Skills,Leadership,warehouse Management,Staff Management,Business Development,Market Research and Analysis,Key Account Management,Logistics Management,Shipping and Receiving,

REFERENCE

Sanu M - Managing Director-9037408962  
Valinex Marketing solution LLP

Nithyan - HR Manager-9995163630  
Ecom Express Pvt Ltd

COMPUTER SKILLS

Ms Office  
Tally, Peachtree and Quick Books.

LANGUAGE KNOWN

English, Malayalam, Hindi

VISA STATUS

visit visa- valid up to June 30,2023

CERTIFICATION

Completed Dubai Future Foundation Digital Course