



Digu K Gopinathan

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Objective

Seeking a challenging role that utilizes my expertise in Stock Management, Warehouse or office Operations, and Accounting to optimize inventory control, streamline logistics, and ensure accurate financial reporting, ultimately contributing to the growth and profitability of the organization.

Experience

- Warehouse Coordinator - Grandmas Food Products 2018 - 2024
 - Oversee receipt, storage, and shipment of food products
 - Manage and optimize warehouse operations, including inventory control and logistics
 - Ensure compliance with food safety and quality regulations, such as HACCP and GMP
 - Lead and supervise warehouse staff, promoting efficiency, productivity, and safety.
- Operations Manager (Accounts) - Sundaram Home Finance Ltd. 2014 - 2018
 - Manage loan accounting, including disbursements and repayments
 - Oversee accounts payable, receivable, and general ledger management
 - Ensure accurate and timely financial reporting and compliance
 - Supervise and train accounts staff, promoting efficiency and productivity.
 - Implement process improvements to enhance customer experience and reduce errors.
- Inventory Control Clerk - Tamimi Markets - Riyadh, KSA 2012 - 2014
 - Manage and maintain accurate inventory levels
 - Conduct regular stock counts and cycle counts
 - Ensure timely ordering and receiving of products
 - Minimize stockouts, overstocking, and product waste
 - Optimize inventory turnover and overall supermarket efficiency
- Warehouse Supervisor - SYMEGA 2007 - 2012
 - Oversee food product storage and dispatch
 - Manage inventory and conduct regular stock checks
 - Supervise and train warehouse staff
 - Ensure timely deliveries and product quality
 - Enforce quality control and food industry regulations
- Project Associate / Accountant - KSTP 2002 - 2006
 - Assist in project planning, implementation, and monitoring
 - Coordinate with project teams, stakeholders, and contractors

- Conduct field visits and prepare project reports
- Manage project documentation and ensure compliance
- Facilitate communication and collaboration among project teams
- Manage financial transactions, accounts payable, and receivable
- Prepare and review financial reports, statements, and budgets
- Ensure compliance with accounting standards and organizational policies

Education

- | | |
|---|------|
| • MG university
Bcom
72% | 2002 |
| • KSPC
Material Management & Inventory Control
80% | 2007 |
| • WIPRO
SAP
85% | 2007 |
| • TUV Asia Pvt. Ltd
Training HACCP
90% | 2008 |

Skills

- Excel - Well Versed
- SAP
- Tally
- Microsoft Office

Soft Skills

- Inventory Management
- Office Operations handling
- Staff Handling
- Accounts Handling

Languages

- English
- Hindi
- Tamil
- Malayalam

Personal Details

- Date of Birth : 15/03/1979
- Marital Status : Married
- Nationality : Indian
- Gender : Male