



CONTACT

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25/03/1993  
Indian

SKILLS

- Shipping and receiving
- Warehouse layout optimisation
- Stock discrepancy resolution
- Shift work scheduling
- Warehouse operations coordination
- Packing and picking
- Forklift operation
- Warehouse processes
- Team leadership and motivation
- Safety regulations expertise
- Warehouse maintenance
- Eye for accuracy

LANGUAGES

English: B1  
Intermediate  
Hindi: B1  
Intermediate

DIJITH KUMAR N D

PROFESSIONAL SUMMARY

Oversees warehouse operations to meet continuous internal and customer needs. Well-coordinated and decisive leader with expertise in program management, team building and performance optimization. Solid history of success in developing and maintaining best practices for successful high-volume fulfillment and supply chain management. Logistical planner and team leader with supply management experience. Background in record-keeping and inventory control. Proactive, resourceful and results-driven professional.

WORK HISTORY

Warehouse Team Leader 01/2019 - Current  
Ajman market co operative society - Ajman, UAE

- Exceeded warehouse productivity targets by on average [Number]% per [Timeframe] by constantly monitoring and controlling warehouse operations for optimum efficiency.
- Supervised and coordinated physical warehouse inventory and van stock counts, employing [Skill] and [Skill] to minimise error.
- Maintained high levels of customer satisfaction, collaborating with customer service to assist in resolving customer issues relating to shipping issues.
- Developed process improvements that increased shipping and receiving efficiencies by [Number]%.
- Received and inspected [Type] materials to verify conformance with agreed specifications and safety requirements.
- Administered Warehouse Management System (WMS), maintaining [Number]% accuracy of all shipping records.
- Analysed inventory reports to achieve strong product availability.
- Reported daily warehouse performance data and updated company logs.

Data Entry Clerk 07/2015 - 12/2018  
Al Manama group of companies - Ajman, UAE

- Verified data accuracy and validity through regular audits.
- Entered up to [Number] records per day, continually exceeding productivity targets.
- Introduced robust filing solutions, resulting in faster turnaround times.
- Performed over [Number] hourly 10-key actions while maintaining zero errors.
- Sent completed entries to Data Managers for evaluation and final approval.
- Supported executive leadership and office staff by managing operational workflow.
- Received and screened high-volume internal and external communications, calls and email.
- Photocopied, scanned and printed relevant data for manager.

EDUCATION

Diploma of Higher Education: Computerized accounting , 01/2014  
IPA - Thrissur, India