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***Jinesh Maledath***

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## Summary

Professional in Auditing, Warehouse management, Inventory & Cost control, Logistics operations, Finance & Secretarial administration with 15+ years of work experience

## Skills & Expertise

Team player, Good communicator, Analytical & problem solver, Responsible & reliable

Warehouse & Supply chain operations, Branch operations & Supervising, Inventory Management, Financial Reporting, MS Excel, Microsoft Office, work handling software – ALAMEEN, FOCUS, LEAP, ERP

## Languages

### English, Hindi, Arabic (Professional working proficiency), Malayalam (Native or bilingual proficiency)

## Experience

### Assistant Distribution Market Audit Executive [ADMAE]

**Sabari distribution Pvt Ltd**

Nature of business FMCG

August 2021 – continuing till dated

* Undertaking managerial and finance audit of 35 branches on company retail brands P&G, American tourister, Britannia, Cococart all across kerala
* Making market audit across branch areas to confirm supply, visibility display and operations matches to our company SOP

### Branch Manager

**Sabari distribution Pvt Ltd**

Nature of business FMCG

June 2020 – July 2021

### Over all control in branch operations

* Focus on finance, supply chain, administrative works

### Manager-Operations

**George & Company Pvt Ltd**

Nature of business Construction & building material

September 2019 – December 2019 (3 months) (Kerala, India)

* tracking of operations from stock order scheduling to despatch of stock;
* making follow up with stock return in association with customer support.

### Assistant manager-Logistics

**ABAD Fisheries Pvt Ltd**

Nature of business Frozen sea food/ready to eat

January 2018 – June 2019 (1 year & 4 months) (Kerala, India)

* operations involve both inter & intra state delivery through own vehicles, hired vehicles, train and bus service;
* Inventory management, control on flow of stock to branches, working with stock indent Vs average consumption and closing stock.

### Warehouse & Inventory manager

**Holiday Group LLC**

Nature of business Food & beverages

August 2014 – December 2017 (3 years & 3 months) (Dubai)

* planning, coordinating and monitoring the receipt, order assembly and dispatch of goods;
* the efficient utilization of space and mechanical handling equipment, ensuring quality, budgetary targets and environmental objectives are met;
* keeping stock control systems up to date and ensuring inventory accuracy;
* overseeing the planned maintenance of vehicles, machinery and equipment.
* Responsible for Logistics management preparation of reports, reviews & reconciliation thereto

### Commercial & Warehouse Manager

#### Bu Essa Group LLC

#### Nature of business Retails apparel shops/F&B

March 2008 – April 2014 (6 years 1 months) (Sudan & Dubai)

* Accounting and handling of Accounts Payable & receivable in depth including reconciliation.
* Inventory control & product cycle management
* Supervision of outlets, generating performance reports.
* Preparation of Payroll and disbursement of salary.
* Maintenance of daily transaction sheet and bank transaction report together with routine work.
* Reconciliation of Accounts & generation of monthly MIS reports of Collections.
* Other Admin works.

### Accounts & Secretarial assistant

#### Vasuday & Udayaraj Rao associates

#### Nature of business Accounting/taxation/company secretarial

August 2005 – February 2008 (2 years 7 months) Kerala, India

* Preparation of Propertiory & Partnership accounts.
* Assessment & presentation of Income tax & Service tax Statements.
* Preparation of Company secretarial papers and e-filing there to.
* Making of Deeds to concerns and related paper works.

### Accounts Assistant

#### The Raymond shop & Fridge House

#### Nature of business Fabric clothing & Home appliances

May 2005 – July 2005 (3 months) Kerala, India

* Inventory checking & Supplier reconciliation accounting responsibilities.

## Education & Achievement

#### Master of Commerce (Finance) University of Calicut, 2003 – 2005

#### Master of Business Administration (Purchase & Warehouse), National Institute of Management, 2008 – 2010

Undergone training session by Landmark group, Dubai – for Max concept on planning, purchasing, inventory control & warehouse management

## Additional Information

Interests : MS Excel, Internet, Drawing

Marital Status : Married

Driving Licence : Valid INDIA Light Vehicle

Passport No : W7822842, Expiry on: 20.11.2032

Age & Date of Birth : 40 years, 21st December 1982