



KARTHIK ganapathy

Operations Cum Dispatch
Coordinator

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DUBAI, UAE

SUMMARY

A competent professional with 7 years of experience in Stores, warehouses & Logistics having exposure in Planning, and Inventory management shop floor control Activities against the materials.

AREA OF INTEREST

Admin assistant, Cashier, Store keeper, Material Handling, Data Entry Operator, Warehouse supervisor

EXPERIENCE

STORE KEEPER CUM DISPATCH COORDINATOR

09/2018 - 01/2023

ARAMEX Logistics LLC – DUBAI

Project- IKEA / WURTH - E- commerce

ROLES AND RESPONSIBILITY

- Organizing daily delivery to all UAE customers in accordance with customer criteria..
Generate pick sheets for outgoing shipments and ensures that the correct products are picked and packed in accordance with client specifications and product category.
- Creates ASNs for inbound shipments and ensures that the items are confirmed and stored in the proper location.
- Ensure that the Shipment orders (SO) are closed in the system after the shipment has been dispatched from the facility.
- Updates the daily operational dashboards. develops good relationships with customers to ensure high customer service levels are maintained at all times.
- Ensures that employees are guided, supported, and trained daily; organizes structured on-the-job training.
- Conducts daily Toolbox meetings to train the staff on good warehouse practices.
- Cycle counting and stock counting, as well as settling inventory inconsistencies.
- Allocating and managing skilled personnel in response to changing needs.
- Handling the quality, quantity, cost, and efficiency of materials transit and storage.

STOREKEEPER

02/2016 - 02/2018

Lucas TVS Ltd – INDIA

Wiper Motor Manufacture

ROLES AND RESPONSIBILITY

- Ensure the accuracy of inventory and timely updating of in-stock card & system.
- Enhance and improve the warehouse SOP and enforce the SOP, ensure it is updated and reflects current operational requirements.
- Ensure all inward and outward documents are submitted to the relevant department without any lapse.
- Organize the audit (such as daily physical count, FIFO, and working efficiency in overtime) in stores & warehouse departments.
- Ensure the ERP system is always maintained with accurate and up-to-date inventory data (in the future).

WAREHOUSE ASSISTANT

05/2013 - 06/2015

CHALHOUB- Real Emirates - DUBAI

E- commerce

ROLES AND RESPONSIBILITY

- Responsible for Receiving all incoming shipments/deliveries and internal material transfer.
- Storing goods in an organized manner in accordance with WMS & WM9 Warehouse Management System Procedure and Guidelines.
- Keeping the stocks record, and regular inventory.
- Daily monitoring and inspection of stocks.
- Reporting of received material from incoming deliveries, delivery with the material discrepancy, stocks that are below maintaining balance, and expired stocks in the bin.

EDUCATION

BACHELOR OF BUSSINESS ADMINSITRATION WITH COMPUTER APPLICATION
TNOU, Tamil Nadu, India. Graduated, Nov 2012 - CGPA 7.80%

TECHNICAL QUALIFICATIONS

Diploma in Electrical and Electronics
MNGP – Polytechnic, Pondicherry, India. Passed Out 2007 – Mark – 80 %

SKILLS

ERP	Advanced	Microsoft Office	Advanced
Tally	Intermediate	WEB - Portal Dashboard	Advanced

LANGUAGES

ENGLISH	Fluent
HINDI	Intermediate
TAMIL	Native
MALAYALAM	Intermediate

VISA STATUS

EMPLOYEMENT VISA CANCELLED

PERSONAL DETAILS & PERMANENT ADDRESS

Date of Birth: 16/08/1989

Gender: Male

Marital Status: Married

Nationality: Indian

Passport No: Z4313511

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INDIA Mobile+919944423498

REFERENCE

Mr. Muralitharan
Senior Operation Manager
Aramex Logistics – DWC
0504756402

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.
For the right opportunity I am definitely Willing To Relocate Anywhere. I believe that



Signature

KARTHIK GANAPATHY