

# NANDU SATHEESHAN



## OBJECTIVES

Seeking a position as a **Operation Executive** at a leading company to apply my physical strength, organizational skills, and general problem-solving knowledge. To obtain a position as a warehouse employee to help streamline the ordering and distribution process through my ability to learn quickly on the job.

## CONTACT DETAILS

Email : [nandusatheeshan008@gmail.com](mailto:nandusatheeshan008@gmail.com)

Phone : +971586693712

Home : Dubai - UAE

## QUALIFICATIONS

**TRIVENI ARTS & SCIENCE COLLEGE KASARAGOD- BA ECONOMICS**  
**BEM HSS KASARAGOD- PIUS TWO**  
**GHSS KASARAGOD - SSLC**

## STRENGTHS

- Highly skilled in receiving and processing incoming stocks.
- Demonstrated expertise in ensuring that the right load is transported to the proper delivery vehicle, by verifying batch and order numbers.
- Good communication skills and personality.
- Strong organizational, time management and administrative skills.
- Hands on experience in using office equipment and tools.
- Flexible, quick learner, dedicated and hard worker.
- Highly organized and able to store items efficiently.

## CAREER SUMMARY

**Employer :** ARAMEX LOGISTICS LLC – Dubai, UAE

**Position :** Operation Executive

**Period :** 2years

### Duties Responsibilities

**Overall Purpose:** Responsible for ensuring the safe and efficient functioning of all warehouse activities, from inbound to outbound processes

- Oversees the day-to-day operations of the warehouse, including inbound and outbound processes, to ensure smooth and efficient workflow.
- Ensures that all employees adhere to safety procedures and guidelines, and intervene to address any safety concerns or violations.
- Receives incoming shipments using a Warehouse Management System (WMS) and verifies the accuracy of received items against Goods Receipt Notes (GRN).
- Conduct regular inventory counts and reconcile discrepancies according to company policies and procedures.
- Trains new employees on warehouse procedures, policies, and safety protocols, ensuring compliance at all times.
- Maintains a clean, organized, and safe working environment by enforcing 5S principles and practices.
- Proactively promotes and maintains Health, Safety, and Environment (HSE) practices within the warehouse, reminding colleagues to adhere to HSE processes.
- Collaborates with other departments, such as logistics and procurement, to optimize warehouse operations and meet company objectives.
- Identifies opportunities for process improvement and efficiency gains, implementing changes as necessary to enhance productivity and performance.
- Generates reports on daily warehouse operations as requested by upper management, providing insights and recommendations for improvement.

**PERSONAL DATA**

- Full Name : NANDU SATHEESHAN
- Sex : Male
- Material Status : Single
- Date of Birth : 08/06/1999
- Nationality : Indian
- Visa Status : Resident visa

**ADDITIONAL INFORMATION****LANGUAGES KNOWN**

- English
- Hindi
- Malayalam
- Tamil

**TECHNICAL PROFICIENCY**

- EL Office (MS Word, MS Excel, MS Power point, Internet).

**DECLARATION**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Nandu Satheeshan**