

# **NITHIN BABU**

## **OFFICE INCHARGE/MATAERIAL EXPEDITOR**

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### **PROFESSIONAL SUMMARY**

A highly accomplished and result oriented professional with over 6 years extensive experience in finance accounting and operation management. Demonstrated expertise accounts receivables and payable, financial reporting and inventory control within high profile organizations such as Saudi Aramco. Proven ability to provide comprehensive administrative support to large teams, managing over 50 staffs' members with efficiency. Recognized for exaptational interpersonal skills and adept at serving as a dynamic liaison between clients, customers, vendors, equipment suppliers, and service providers.

### **PROFESSIONAL EXPERIENCE**

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**OFFICE CO ORDINATOR/INCHARGE**  
**LAB PLUS LABORATARY FURNITURE MANUFACTURING**

**MARCH 2024-PRESENT**  
**UNITED ARAB EMIRATES**

- Spread head daily office operations, overseeing a team of 50 employees to ensure seamless workflow.
- Provided administrative support to the HR department, including data entry, filing, and scheduling. Assisted with recruitment efforts, such as posting job openings and scheduling interviews.
- Streamline recruitment, training, and onboarding processes, optimizing staff integration and performance.
- Act as a liaison between production, facilities, and new employees to ensure smooth transitions and a positive work environment.

**ADMINISTRATIVE ADMIN CUM MATERIAL PLANNER**  
**SAUDI ARAMCO**

**JUNE 2022 -MARCH 2024**  
**SAUDI ARABIA**

- Ensure the timely procurement and delivery of materials to designated job sites, monitoring inventory levels and coordinating the ordering process.
- Generate and submit comprehensive reports and documentation within SAP and financial systems, ensuring accuracy and compliance.
- Facilitate weekly updates and meetings, highlighting key operational insights and progress.

**WARE HOUSE INCHARGE /MATERIAL EXPEDITOR**  
**ARABIAN FAL LTD**

**SEPTEMBER 2021- JUNE 2022**  
**SAUDI ARABIA**

- Directed daily warehouse operations, focusing on optimizing efficiency, safety, and inventory management.
- Coordinated shipping and receiving activities while leading the warehouse team to meet organizational targets.
- Implemented strategic planning to streamline warehouse processes and ensure smooth operations.

- Maintained accurate financial records, prepared detailed reports, and supported accounting processes.
- Managed customer transactions, including cash and cheque payments, ensuring smooth financial operations.
- Assisted in reconciling accounts and maintaining balance between cash flow and financial documentation.

## **ACHIEVEMENTS**

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**Certificate of Appreciation**, Saudi Aramco, Saudi Arabia, for outstanding contributions to operational excellence and material coordination.

## **EDUCATION**

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### **MASTER OF COMMERCE IN FINANCE AND ACCOUNTING**

KERALA UNIVERSITY, KERALA

JUNE 2019

### **BACHELOR OF COMMERCE IN ACCOUNTING**

KERALA UNIVERSITY, KERALA

MARCH 2017

## **KEY SKILLS**

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- **Accounting & Finance Management:** Expertise in Financial Reporting, Bank Reconciliation, AR/AP Management, Tax Invoicing, Voucher Preparation, Payment & Receipt Management.
- **Administrative Support:** Assisting higher-ups with tasks such as research, creating reports, or preparing presentations.
- **Operations Management:** Proficient in Logistics Coordination, Customs Compliance, Inventory Control, Petty Cash Management.
- **Shipping & Freight Management:** Skilled in Import Documentation, Export Coordination, Vessel Scheduling, Delivery Orders, and Gate Passes.
- **Software Proficiency:** Advanced knowledge of Tally, SAP, and MS Office Suite.
- **Client & Supplier Relations:** Strong in AR/AP Management, Invoicing, Discrepancy Resolution, and Vendor Relations.

## **PERSONNEL DETAILS**

Father: BABU P G

Date of Birth:05/04/1996

Gender: Male

Nationality: Indian

Language: English, Hindi, Tamil, Malayalam