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## Education

### Bachelor of Arts

Kannur university

2016-2019

## Personal information

- Date of birth : 08/06/1999
- Gender : Male
- Nationality : Indian
- Marital status : Single
- Passport No : U 2 8 9 5 4 7 2
- Issue date : 14/01/2021
- Expiry date : 13/01/2031
- Visa status : Cancelled Visa

## Skills

- MS Excell, Word, Outlook
- Technical skills
- Physical skills
- Organizational skills
- Communication skills
- Problem - solving skills
- Safety awareness

## Language

- English
- Malayalam
- Tamil
- Hindi

# NANDU SATHEESHAN

WarehouseAssistant

## Profile

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.



## Work Experience

**ARAMEX EMIRATES LLC UAE 2022-2025**

WAREHOUSE ASSISTANT

### Key Responsibilities:

#### Receiving Goods:

- Unloading and checking incoming deliveries for accuracy and damage.
- Verifying delivery documentation, such as invoices and packing slips.

#### Inventory Management:

- Storing goods in designated areas according to inventory management systems.
- Keeping accurate records of stock levels and conducting regular inventory checks.

#### Order Processing:

- Picking and packing items for shipment based on orders.
- Preparing and labeling shipments for delivery.

#### Equipment Operation:

- Operating machinery like forklifts, pallet jacks, or conveyor belts (if certified).
- Maintaining and ensuring the proper use of warehouse equipment.

#### Warehouse Organization:

- Keeping the warehouse clean, organized, and safe.
- Following safety protocols to prevent accidents.

#### Communication and Coordination:

- Liaising with other departments (e.g., logistics, procurement) regarding stock levels or order requirements.
- Communicating with delivery drivers or external suppliers.

#### Safety Compliance:

- Following workplace health and safety regulations.
- Reporting any hazards, damages, or incidents to management.



## Strength

- 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.



## Declaration

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

**Nandu satheeshan**