

# NIDHIN SUNDARAN



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☎ +971 56 577 5950 📍 Dubai,UAE

🚗 Driving License automatic

## 👤 PROFILE

Storekeeper with 2 years of experience managing inventory and overseeing warehouse operations, and 4 years as an operations executive with a strong history of coordinating and distributing materials to meet consumer demand while minimizing costs associated with storing and transporting goods. Excellent analytical, critical thinking, and problem-solving skills to evaluate organizational logistical operations and implement methods to improve efficiency.

## 🎓 EDUCATION

**B.COM Computer Application**  
Calicut university, Kerala 2013-2016

**PG ACADEMY, Kerala 2016-2018**

## 📄 CERTIFICATES

- MS Office suite (Word, PowerPoint, Excel & Outlook)
- Tally ERP

## 🌐 LANGUAGES

ENGLISH • HINDI • MALAYALAM

## 📁 PROFESSIONAL EXPERIENCE

### ARAMEX EMIRATES L.L.C

OPERATION EXECUTIVE

09/2020 – present | Dubai, UAE

- To ensure effective and timely implementation of all Inbound and outbound logistics daily functions and Inventory management- shipments ensure both quality and quantity
- To Supervising and checking documents such as Air way bill, Packing Lists, Invoices, Delivery Orders
- To ensure and checking cargo goods are safe or dangerous and report to team leader.
- Keep tracking of material incoming and outgoing from the warehouse and generate report to help procurement Department for reordering
- Liaise with government related agencies such as Airport Authority, Customs, and Police.
- Preparing the shipments which is forwarding to another courier
- Facilitated transit by completing all shipment documentation and dispatch records with zero error.

### Euro Tech Tiles & Sanitary

STORE KEEPER

07/2018 – 01/2020 | Kerala, India

- Replenish supply inventories following established guidelines of the company
- Manage the store layout
- Supervise other staff members and keep a record of sales
- Receive, upload and shelf all supplies
- Perform stock related duties like returning, packing, labelling and pricing goods
- Inspect delivers for discrepancy or damage
- Report damaged inventories for record-keeping and reimbursement
- Rotate stock and dispose of surplus and expired quantities,

## 🧠 SKILLS

- Proficient in Warehouse Management Team Management system (WMS) and ERP software
- Knowledge of e-commerce platforms and logistics management B2B & B2C
- Inventory Control and Management
- Commercial Invoices
- Effective Communicator

## ✍️ DECLARATION

I certify that all of the information on this resume is correct.

**NIDHIN SUNDARAN**