



# RAHUL RAJ K V

## CONTACT

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## EDUCATION

- B.COM (BACHELOR OF COMMERCE ) 2015**  
CALICUT UNIVERSITY, INDIA
- ITI FROM KERALA STATE TRADE 2011**  
CERTIFICATE, INDIA IN
- HIGHER SECONDARY 2008**  
BOARD OF HIGHER SECONDARY  
EXAMINATIONS, KERALA IN
- SECONDARY 2006**  
BOARD OF PUBLIC EXAMINATION, KERALA .

## CERTIFICATION COURSES

- Accounting Diploma in Financial Accounting (ADFA) from College Of Commerce India in kerala

## SKILLS

- Warehouse Operations
- Inventory Control
- Team Leadership
- Data Entry
- FMCG Knowledge
- Stock Management
- Process Optimization
- Invoice Verification
- Customer Service Excellence
- Staff Training
- Supply Chain Coordination

## PROFILE SUMMARY

A highly organized and results-driven professional with over 7 years of experience in warehouse operations and administrative support within the FMCG sector; inventory management, and administrative support. Skilled in optimizing processes, improving productivity, and leading teams to achieve operational excellence. Adept at maintaining inventory accuracy, managing staff, and ensuring compliance with company policies. Strong knowledge of the FMCG market with a commitment to delivering exceptional customer service.

## WORK EXPERIENCE

### > SUPERVISOR (WAREHOUSE OPERATION- INVENTORY) (25 NOV 2019- PRESENT) JALEEL TRADERS AND CROSSWELL LOGISTICS

- Developed and implemented efficient warehouse operation systems to enhance productivity.
- Ensured accurate data entry and maintained detailed records of warehouse activities.
- Monitored and maintained inventory accuracy, generating monthly and perpetual inventory reports.
- Coordinated and checked receiving reports, verified invoice clearances, and managed stock adjustments.
- Monitored goods return details and ensured timely processing and report generation.
- Produced near-expiry reports to minimize loss and ensure product rotation.
- Supervised warehouse staff, provided motivation, and implemented staff incentives to improve performance.
- Coordinated the assembly and loading of goods, ensuring smooth and timely delivery processes.
- Maintained compliance with company policies, safety standards, and operational guidelines.
- Optimized inventory levels, implemented cost-effective processes, and coordinated daily warehouse operations.

### > ADMINISTRATIVE ASSISTANT / ASSISTANT MANAGER (NOV 2017- NOV 2019) SUNRISE CITY SUPERMARKET

- Handled supplier invoices, verifying amounts and processing accounts for timely payments.
- Tracked inbound freight, ensuring on-time arrival of products, and followed up on priority orders.
- Managed data entry, file maintenance, and invoice processing, ensuring accurate record-keeping.
- Assisted with receiving and processing expense forms and payment requests.
- Supervised staff in receiving orders and managing stock control, ensuring effective workflow.
- Improved profit margins by implementing strategies to achieve sales targets and optimize store operations.
- Provided excellent customer service by resolving complaints, addressing queries, and ensuring customer satisfaction.
- Organized merchandise display, stock management, and ensured proper product labeling in the store.
- Appraised staff performance, planned tasks, and maintained a disciplined and motivated workforce.

TECHNICAL SKILLS

- SAP
- Excel
- MS Office
- Tally ERP 9
- Oracle

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

PERSONAL DETAILS

- Nationality : Indian
- Date of Birth : 6 Mar 1990
- Marital Status : Married
- Passport No : N5548894
- Visa Status : Employment Visa  
(Immediate Join)

DECLARATION

I hereby declare all the above details are true and correct to the best of my knowledge and belief.

RAHUL RAJ K V