**RAGHUNANDAN M T**
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**PROFESSIONAL SUMMARY**

Detail-oriented and experienced logistics and supply chain professional with a background in inventory control, shipping documentation, import/export procedures, and customer service. Proficient in ERP systems, Word Excel. Multilingual and skilled in streamlining logistics operations to enhance efficiency and compliance.

**CORE SKILLS & TECHNICAL PROFICIENCIES**

* Inventory Management
* Goods Receiving & Dispatch
* Documentation & Reporting
* Inventory control, warehouse operations
* ERP systems, MS Word, Excel, Outlook
* Problem Solving
* Client communication, issue resolution, returns processing
* Languages: English, Hindi, Malayalam, Tamil

**PROFESSIONAL EXPERIENCETop of Form**

**Storekeeper
Al Fakhama Essential LLC (Amazon Seller Partner) — Dubai, UAE Feb 2024 – Feb 2025**

* responsible for efficiently managing a diverse range of inventory, including household

items, stationeries, storage products, soft services

* creating and managing SOW and PR creation for inventory and operational needs.
* carried out physical inventory checks in the warehouse and supply yard to make sure
* our records were Accurate.
* I ensured all materials were properly labelled and tracked throughout their lifecycle
* in the warehouse.
* I determined appropriate storage locations for supplies, ensuring that hazardous
* materials were stored safely in compliance with HSE policies.
* I handled the receipt of supplies and ensured timely delivery of materials to work areas.
* Generate shipping labels and documentation using internal systems or carrier platforms.
* Coordinate with courier services and freight companies for daily pickups and deliveries.
* Communicate with vendors, suppliers, and transport companies to schedule pickups and deliveries.
* adhered to all safety standards and regulations, particularly in managing hazardous

materials. I ensured that the warehouse was well-organized, safe, and in compliance

with relevant industry and health standards.

**Relationship Officer**
**JBP Commercial Brokers LLC (Working with ADCB Bank)** **— Dubai, UAE Dec 2022 – Dec 2023**

* Actively source and acquire new customers for personal loans and credit cards through field visits, tele-calling, and referrals.
* Promote bank products in a professional manner to potential and existing customers.
* Understand customer needs and recommend suitable financial solutions.
* Ensure timely follow-up with customers regarding submitted applications and documentation.
* Maintain strong relationships with clients to ensure repeat business and customer satisfaction.
* Achieve monthly and quarterly sales targets for credit cards and personal loans.
* Comply with all bank policies, procedures, and regulatory guidelines.
* Provide after-sales support and resolve customer complaints quickly and effectively.
* Prepare and submit daily/weekly/monthly sales reports to the sales manager.

**Logistics Clerk
VRL Logistics Ltd — Shoranur, Kerala, India Nov 2020 – May 2022**

* Managed and supervised all operational tasks in an office.
* including Preparing shipping/ Bill of Lading instruction
* Issuing and booking transshipments of cargo
* Issuing the delivery of goods
* Creating invoices and purchase orders Coordinating with transporters to ensure smooth and precise delivery of cargo.
* Communicating with customers to understand their needs. Visiting customer companies to maintain relationships and enhance business.
* Tracking transshipments and trucks to manage time effectively.
* stock control and keeping with the help of loading receipt Supervise porters/hamalis to load and unload the cargo.
* Guiding drivers to pick up and deliver cargo from the customer's location.
* Dealing with damaged products and claiming reimbursement for damages from responsible parties Absence of the Branch In charge requires visiting the bank daily to deposit money, update the accounts, and ensure that records are kept.

**Storekeeper**
**Lulu Mall (Part time)** — **Kochi, Kerala, India Sep 2019 – Feb 2020**

* Receive, inspect, and record incoming stock and supplies.
* Ensure proper storage of materials in designated areas.
* Organize and maintain inventory records using inventory management software.
* Issue materials to internal departments or customers as per requests or orders.
* Monitor stock levels and report shortages or discrepancies.
* Conduct regular physical inventory checks and reconcile with system records.
* Maintain cleanliness and orderliness in the storage area.
* Ensure items are stored safely to prevent damage or deterioration.
* Follow all safety and company policies and procedures.
* Coordinate with procurement and logistics teams regarding deliveries and stock movements.

**EDUCATION-**

* **TCIL-IT (Intelligent Communication Systems India Ltd.) Cochin, kerala**

 **Professional Diploma in Logistics and supply Chain Management 2019-2020**

* **University of Calicut Pattambi, kerala**

 **Bachelor’s degree in chemistry 2016-2021**

* **Department of Higher Secondary Education**

 **Plus Two (Computer Science) 2015-2016**

* **Kerala Board of Public Examinations**

 **SSLC 2012-2014**

**Declaration-**

The knowledge and skills acquired during curriculum and work experience can be utilized for the betterment of the organization. And I hereby declare that the information furnished above is true to the best of my knowledge.

 **Raghunandan M T**