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| SONY KURIAN **Storekeeper**  **Logistics Coordinator**  **Procurement-Material Expeditor**  **Accountant AR-AP**  **Tax Processor**  **Senior Associate**  **Quality Analyst**  **Team Leader**  **Abu Dhabi**  **UAE**  **(+971)-567630916**  **(+91)-9074676212**  [**sonykurianindia@yahoo.com**](mailto:sonykurianindia@yahoo.com)  [**https://www.linkedin.com/in/sony-kurian-14341b38**](https://www.linkedin.com/in/sony-kurian-14341b38)  **Birth date: 02 DEC 1981**  **Nationality: Indian**  **Marital Status: Married**  **Experience: 19 years**  **Languages: Arabic, English, Hindi, Malayalam, Tamil**  **Notice Period: Immediate Joining**  **Passport No: S8634202**  **Driving License: 2824550 (UAE)**  **Current Address**  **UAE Address: Al Thiqabah Street, Villa 106, Abu dhabi**  **Permanent Address**  **Murikethu House,**  **Makkapuzha P.O.**  **Plachery, Kerala-689676, India** |  | CAREER OBJECTIVE  * To work in a globally competitive environment & on challenging assignments that * shall yield the twin benefits of the job satisfaction and a steady-paced * professional growth  PROFESSIONAL EXPERIENCE **AL NUAIMI GROUP UAE**  **September 14, 2023 – October 31, 2023**  **Warehouse Manager**   * Handling Central Warehouse & warehouse divisions * Monitoring inventory, Issue, Receipts & Transfer * Making Stock transfer approval in E-Promise to various divisions as per stock availability prior to purchase advise * Managing Fixed assets * Scrap monitoring * Follow up payment for suppliers * Requesting for advances & vacation for employees in E-Promise * Arranging Logistics part   **EMIRATES STEEL WOOL MFG UAE**  **August 10, 2022 – August 31, 2023**  **Store Supervisor**   * Handling petty cash & statement * Reconciliation of vendor accounts and prepared documents for payment * Making raw material requests * Issue & Transfers of materials. Raw materials to Semi-Finished goods. Transfer made for semi-finished goods to finished goods in Sage * Receiving raw materials and import items as per LPO & preparing Form 44 & Supplier evaluation form * Checking inventory and arranging * Arranging Logistics part and delivery arranging * GRV’s preparation * Collecting sales invoice and return to accounts * Follow up payment for suppliers   **Saudi Arabian Trading & Construction Co. SAUDI**  **November 01, 2019 – April 04,2022**  **Material Expeditor/Store Supervisor/Accounts Payable-Receivable**   * Oracle operated warehouse and identifying requirement for civil material * Ensuring best quality and best price, supplier negotiation * Preparing material request, TOB, P.O & MRR * Reconciliation of the vendor accounts and SOA analysis * Checking inventory & ensuring minimum & minimum stock level, reorder quantity and level * Following FIFO method & SERCO for warehousing * Handling warehouse stock & raising stock, for civil spares running low in advance used for maintenance * Monitoring expired products * Preparing Supplier outstanding summary and follow-up payment for suppliers * Inventory & fixed assets management * Preparing material request in Oracle, checking inventory & ensuring   & minimum stock level, reorder quantity and level   * Proper inventory management techniques and maintain stock accuracy * Handling petty cash & project billing   **Azmeel Construction & Contracting Co**. **SAUDI**  **November 01, 2014, to October 31, 2019**  **Material Controller/Store Supervisor**   * Oracle operated warehouse and identifying requirement for civil material * Ensuring best quality and best price, supplier negotiation * Preparing material request, TOB, P.O & MRR * Reconciliation of the vendor accounts and SOA analysis * Checking inventory & ensuring minimum & minimum stock level, reorder quantity and level * Following FIFO method & SERCO for warehousing * Handling warehouse stock & raising stock, for civil spares running low in advance used for maintenance * Monitoring expired products * Preparing Supplier outstanding summary and follow-up payment for suppliers * Inventory & fixed assets management * Preparing material request in Oracle, checking inventory & ensuring minimum & minimum stock level, reorder quantity and level * Proper inventory management techniques. Taking inventory and maintain stock accuracy quarterly basis   **Segia General Contracting Establishment**  **February 21, 2010, to October 31, 2014**  **Accountant/Material Controller/Store Supervisor**   * Oracle operated warehouse and identifying requirement for civil material * Ensuring best quality and best price, supplier negotiation * Preparing material request, TOB, P.O & MRR * Reconciliation of the vendor accounts and SOA analysis * Checking inventory & ensuring minimum & minimum stock level, reorder quantity and level * Following FIFO method & SERCO for warehousing * Handling Petty cash, warehouse stock & raising stock, for civil spares running low in advance used for maintenance & time keeping * Monitoring expired products * Preparing Supplier outstanding summary and follow-up payment for suppliers * Inventory & fixed assets management * Preparing material request in Oracle, checking inventory & ensuring minimum & minimum stock level, reorder quantity and level * Proper inventory management techniques. Taking inventory and maintain stock accuracy quarterly basis * Handling petty cash & accounts for project   **Outsource Partners International**  **October 04, 2006, to February 01, 2010**  **Tax Processor/QC/Team Leader/Senior Associate**   * Income tax return filing KPMG Business Tax. US income tax return filing for partnership and corporate (1120 and 1065) * HVTT (High volume trust tax process linking contracts) as QA * Responsible for Month End Close activities for the team. * Team leader in KPMG Interaction process for data management marketing process maintaining contact and alumni process * Finance & Accounts process SCI-Funeral Cremation services   **Associated Agencies**  **May 01, 2003, to April 04, 2006**  **Accountant**   * Preparing expenses and income statement * Payment follow up payment from customer * Maintaining stock register and inventory checking  Trainings and Achievements  * Appreciation certificates received from Royal Commission, Jubail, Section Manager for proper Inventory & Fixed Assets Management * Attended Course of Practical Training in Financial & Management Accounting (Manual &Computerized - Tally) & Aspects of Sales & Income Tax in Business Environment from 21-Aug-2003 to 23-Dec-2003 * Appreciation certificates received from Jubail University College end user * IELTS Overall band 6 * Worked in OPI BPO, MNC (Big-4 companies, KPMG Client) & promoted twice, from tax processor to Quality Analyst – QA, & Team Leader – TL  Technical Profile  * MS Office, Advanced Excel * ERP-Oracle Safeer, Oracle Mawarid, Sage, E-Promise, GORS, TALLY 5.4, 6.3  Personal Strengths  * Excellent team working and team handling * Communication and Interpersonal skills * Dedication, energy, and commitment * Self-confidence and ability to make quick decisions * Multi-tasking and independent  ACADEMIC RECORD  * Went for M.Com 2006 * Passed B.COM in the year of 2000 – 2003 from MG University, Kerala * Passed out General Nursing & Midwifery 2003 – 2007 * Passed 12th in the year of 1998 – 2000 from Central Board Of secondary education * Passed 10th in the year of 1997 – 1998-3 from Central Board of Secondar education  Declaration: I hereby declare that the above information is true to the best of my knowledge and belief.    **Yours Truly**  Place: Abu Dhabi  **(**SONY KURIAN) Date: |