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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**[**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:  |