

SURESAN

ABU DHABI – Phone: **971-528980450**

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Inventory Controller/Warehouse Supervisor

More than 20 years of hands-on experience in effective warehousing operations and 5 years of IT industry experience. Accurate, responsible, and exceptionally alert to compliance standards and errors. Detail-oriented; possesses strong analytical skills used in effective decision making.

AREAS OF STRENGTH

- | | | |
|--------------------------|----------------------|-------------------|
| ➤ Inventory Control | ➤ Shipping/Receiving | ➤ Warehouse mgmt. |
| ➤ Accurate Documentation | ➤ Cold Chain Mgmt. | ➤ Recruiting |
| ➤ Training | ➤ Demand Planning | ➤ Supervising |

PROFESSIONAL EXPERIENCE

Pharma Stores-Incharge, Danat Al Emarat Hospital for Women & Children. 2019-Present

- Demand Panning and Purchase Request preparation.
- Overseeing receiving and dispatching of medicines.
- Checking picked medicines for IP and OP pharmacies.
- Supervising arranging of stocks inside the store.
- Maintain cleanliness in and around the stores.
- Updating computer systems for goods issued, received etc.,
- Stock reconciliation with physical and system.
- Loan Issues, Inter Branch Transfers handling etc.,
- Preparing Stores for Annual audits like MOH, Tasneef etc.,

Sr. Storekeeper, CITY PHARMACY CO., ABU DHABI

2010-2018

- Daily Supervision of Warehouse Inbound and Outbound activities effectively.
- Demand Planning and Purchase order preparation.
- Handle warehouse activities like Manpower management, space/pallet optimization, productivity management, shelf life management, etc. on a day to day basis.
- Manage inventory level reporting like FIFO, ABC analysis, etc. to control inventory holding cost.
- Oversee receiving, warehousing, distribution and maintenance operations.
- Compiling various SOPs and assisting Manager in Internal, External and principal Audits.
- Supervise arranging of stocks for periodic cycle counts.
- Handle all inventory related activity like GRN, STN, Credit Notes, inventory adjustment, old stock disposal, MIS, etc.
- Effective Inventory control by segregating near expiry, damaged and expired stocks.

- Supervise co-ordination with Waste Management firms for disposal of Damaged and Expired Stocks and obtaining Certificate of Destruction.
- Managing Temperature and Humidity levels inside the warehouse and cold rooms using Dickson Wi-fi devices.



Business Analyst / Software Test Engineer - **Wipro Technologies, Bangalore** 2005-2009

- Understanding and analyzing business requirements of clients.
- Guiding software development team to build the software as per client requirements.
- Testing the finished software to check the functionality and bugs.
- Data Analysis & MIS reports generation from backend using TOAD.
- End-user Training to familiarize the software.
- Overseeing software implementation at customer sites.
- Taking lead in customer complaints and resolution.

Storekeeper– **Trident Automobiles (Hyundai Motor Dealer)** 2000-2005

- Branch Stores In Charge.
- Also handling the role of Parts Advisor.
- Parts Ordering and Local Purchase.
- Perpetual Inventory management
- Computer Systems Administration
- Inter Branch Stock Transfers and Verifications
- Warranty Administration.
- Preparation of various MIS and day-to-day activity Reports.
- Office Administration / Co-ordination

Accountant, **Sri Subramanian Stores (General Merchants)** 1996-1999

- Data entry of daily bills in to system.
- Preparation of Day Book
- Preparation of Cash Book
- Preparation of Trial Balance
- Balance Sheet preparation and submission to Auditors.
- Preparation of various MIS and day-to-day activity Reports.

EDUCATION

EDUCATION		
Description	Period	Percentage
Diploma in Computer Systems Management .	1995-1996	70
Bachelor of Business Management (BBM).	1991-1994	70

LANGUAGE PROFICIENCY

- English : Proficient (To Read, Write & Speak)
- Hindi : Proficient (To Read, Write & Speak)
- Kannada : Proficient (To Read, Write & Speak)
- Tamil : Limited proficiency (Only Speak).
- Malayalam : Native Language.

SOFTWARE PROFICIENCY

- SAP MM
- ORION (Oracle ERP)
- Microsoft AX-Dynamics 2012
- Yassassi (Hospital Software)

PERSONAL DETAILS

- Passport No. : S0803974
- Marital Status : Married.
- Nationality : Indian
- Visa Status : **UAE Golden Visa valid up to 2032.**