

# SAJITH T

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**B Com with 21 years of extensive experience in Sales, Warehouse operations, and Team Leadership. Proven track record in Price Negotiation, Customer Relationship, Problem-solving, Decision-making, and Optimizing Inventory Management processes**

## SKILLS

- Leadership and Team Management
- Customer Relationship Management
- Contract Negotiation
- Sales Forecasting
- Problem Solving and Decision Making
- Inventory Management and Inventory Control
- MS Office
- Data Collection and Analysis
- Excellent Communication Skills
- Multi-tasking and Time Management
- Self-motivated and Organized

## WORK EXPERIENCE

Non-2020 to May 2024 - Manager – Sales and Commercial, M/s Nile Fibreboard Limited., Kampala, Uganda.

- Led a team of 20 employees, achieving a 25% year-to-year increase in sales revenue.
- Managed to promote and market all wooden products including MDF, Particle Board, Plywood, Block Boards, Ceiling Boards, Marine Plywood, Flush Doors, Gypsum Boards, Laminated Floor Tiles, and Furniture
- Developed and maintained relationships with clients to ensure retaining the clients
- Negotiated and secured pricing agreements with key distributors
- Analyzed and adapted pricing strategies to match market trends, facilitating a competitive pricing
- Negotiated with fleet operators and ensure timely delivery of the customer orders
- Collaborated with the production team to feedback from the clients, influencing product Improvements
- Placing the customer orders to the factory and follow up to ensure timely delivery
- Created and maintained extensive Customer Contact Management to engage them and follow-ups
- Conducted periodical inventory audits and implemented corrective actions to

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minimize discrepancies

- Utilized MS Office to streamline communication and reporting within the warehouse team
- Fostered a culture of safety, compliance, and continuous improvement among warehouse staff
- Preparation of MIS report and send to the Country Head - Sales

Feb-2020 to Oct 2020 - Manager – Sales and Commercial, M/s Delta Boards Limited., Dar Es Salam, Tanzania.

- Led a team of 10 employees in daily warehouse operations, ensuring efficient receipt, storage, and distribution of goods
- Interact with dealers to get orders, delivery, and payments
- Forwarding the customer order to the factory and follow up for timely delivery
- Conducted periodical inventory audits and implemented corrective actions to minimize discrepancies
- Ensure the safe handling of the material and machine

Nov-2010 to Jan-2020 - Dy. Manager –Stores, M/s Associate Décor Limited, Malur

- Managed a store area of 80000 sq ft with an average inventory worth over Rs.40 Crores and oversaw all warehouse activities including receiving, storing, and distributing more than 5000 materials.
- Developed and implemented effective warehouse management procedures and systems.
- Managed inventory level and maintained Minimum Stock level to avoid stockouts.
- Coordinated logistics with suppliers, freight forwarders, and other stakeholders.
- Conducted periodic physical verification and took necessary action to minimize variances.
- Optimized store layout and space utilization.
- Implemented foolproof systems in material handling from receipt handling, stocking & dispatches with proper control mechanisms.
- Developed systems for Prevention of wastages & Pilferages.
- Monitored the aging of inventory, stock levels, space occupancy frequency, Capital blockage, etc.
- Ensured the Safety practices, during the handling of materials.
- Coordination with Internal & External auditors

May-2003 to Oct-2010 - Executive -Materials – Ion Exchange India Limited, Hosur

- Supervised a team of 15 warehouse associates in a fast-paced environment, ensuring timely completion of tasks.
- Coordinated with procurement and logistics team to ensure timely delivery of

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goods and resolve shipping issues

- Maintained accurate records of inventory levels
- Conducted Physical verification of the materials and reconciliation of the same with Book Stock.

### EDUCATION

- B Com, (1995-1998), Calicut University, Kerala
- Pre Degree (1993-1995), Calicut University, Kerala

### PERSONAL PROFILE

Date of Birth	May 31, 1978
Sex	Male
Nationality	Indian
Languages	English, Malayalam, Hindi & Tamil
Passport #	T1262269
Visa Status	Visit Visa