



SOBIN SAJ

Store In Charge / Warehouse Coordinator

Dedicated and results-driven Storekeeper with a successful 4-year track record in inventory management, stock replenishment, and vendor relations. Proven ability to optimize operations and maintain accurate records in fast-paced environments. Adept at strategically overseeing inventory levels, fostering strong vendor partnerships, and ensuring seamless supply chain processes. Meticulous and adaptable, ready to contribute operational efficiency to a dynamic team or organization.

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Area of Expertise

- Logistics
- WMS Inventory
- Transport coordinator
- Fleet Management
- Documentation
- Customer Service
- Warehouse Operations
- Project Management

Software Skills

- Microsoft Excel
- Infor Cloud Suite WMS
- Adobe Acrobat
- Rs-SQL
- Abby Scanner
- Tally ERP9

Languages Known

- English
- Hindi
- Malayalam
- Tamil

Personal Details

- Gender: Male
- Date of Birth: 24/03/1996
- Nationality: Indian
- Passport Number: R3909502
- Native: Kerala
- Mother Tongue: Malayalam

Work Experience

Gulf Warehousing Company

Store in charge Cum Warehouse Coordinator (2021 - 2023)

- Proficient in receiving and processing incoming shipments.
- Expert in inventory organization and maintenance.
- Skilled in order picking, packing, and shipping operations.
- Ensures accuracy in order processing and shipment.
- Collaborates with team members for prompt fulfillment of customer orders.
- Participates in periodic inventory counts.
- Maintains a well-organized and efficient warehouse environment.
- Utilizes warehouse management systems to enhance inventory tracking and visibility.
- Collaborates with cross-functional teams for seamless warehouse operations.
- Coordinates end-to-end logistics operations, managing the movement of goods from suppliers to distribution centers.
- Monitors and optimizes transportation routes, reducing delivery time.
- Optimizes warehouse layout for increased storage capacity.

DTDC Courier and Cargo Ltd

Operation Associate (2020 - 2021)

- Recorded data manually and by using the software programs.
- Verified Inventory by comparing the items to the physical count of stock.
- Utilize tracking systems to monitor the real-time status of packages in transit.
- Items are sorted and assigned to bins based on various criteria
- Managed customer inquiries, ensuring timely and effective resolution to enhance client satisfaction.

Lazza Frozen Foods Ltd

Storekeeper (2019 - 2020)

- Oversaw the receipt, storage, and issuance of frozen goods in the warehouse.
- Maintained accurate and up-to-date inventory records using system inventory.
- Conducted regular inspections to ensure the integrity and quality of frozen products.

Area of Interest

- Community Involvement
- Technology
- Sports
- Travel

Strengths

- Effective Communication
- Having Leadership Quality
- Team Building
- Time Management
- Attention to detail
- Quick Learner
- Confidence and Demeanour
- Smart Working
- Self-development and learning
- Integrity and reliability
- Attendance and punctuality
- Ability to work under pressure
- Sincere Approach to duties
- Decision Making
- Problem Solving
- Professional attitude

Reference

- Available on Request

- Coordinated with shipping and receiving teams to facilitate smooth order processing.
- Prepared and maintained detailed records of stock levels, deliveries, and withdrawals.

Flipkart

Warehouse Associate (OJT) (2018 - 2019)

- Picked and packed customer orders accurately and efficiently using handheld devices and following Flipkart's standard operating procedures.
- Collaborated with team members to meet daily shipping targets and ensure timely delivery to customers
- Adapted to and embraced new technologies and software introduced for inventory and order management.
- Communicated effectively with various departments to address issues and improve overall warehouse efficiency.

Qualification

- **Diploma in Logistics and Supply Chain Management**
National Skill Development Corporation, Cochin, India (2018 - 2019)
- **Bachelor of Commerce**
Mangalore University (2014 - 2017)

Personal Projects

- QIIB Digitization Project (01/2023 - 12/ 2023) - Completed digitalization project for Qatar International Islamic Bank.
- Dandy Company Limited Qatar Digitization Project(01/2022 - 12/2022) -Successfully Completed digitalization project for Dandy limited.
- UPS Qatar Digitization Project (05/2021 - 12/2021) Successfully Completed a digitalization project for UPS.

Declaration

I **Sobin Saj** declare that the information furnished above is true to the best of my knowledge and belief. I will put in hundred percent of my ability for the better improvement and progress of the establishment and I shall endeavor to achieve maximum benefit to the firm.