



# SREYAS K J

## SENIOR OPERATIONS ASSOCIATE

### My Contact Details

✉ sreyaskjayaprakash07@gmail.com

☎ +971 562664986

📍 MEENA BAZAR, BUR DUBAI, DUBAI, UAE

🌐 <https://www.linkedin.com/in/sreyas-k-j-1126b51b5/>

### Education Background

- **MBA (Logistics & Finance)**  
Guruvayurappan Institute of Management,  
Coimbatore  
Under Bharathiyar University  
Completed in 2021
- **BBA (finance)**  
Wisdom collage, Pavaratty, Thrissur  
Under University of Calicut.  
Completed in 2017

### AREA OF EXPERTISE

- Customer management
- Documentation and Records keeping
- Material Handling and Planning
- Customer Support
- Billing
- Petty cash management
- Team management
- Assisting Executives
- Data entry
- Godown Incharge
- Inbound and Outbound
- Petty cash handling
- Team management

### PERSONAL DETAILS

- DOB:- 01.01.1997
- GENDER- MALE
- MARITAL STATUS:- UNMARRIED
- NATIONALITY:- INDIAN
- PASSPORT NO:- T6683866 (Valid:- 23/6/2029)
- VISA STATUS:- Visiting Visa
- NOTICE PERIOD- Immediately

### LANGUAGE SKILLS

- ENGLISH
- HINDI
- TAMIL
- MALAYALAM

### About Me

As a dedicated and results-driven professional, I am passionate about logistics and thrive in dynamic and challenging environments. With a strong background in warehouse in-charge, sales, and operations and a proven track record of exceeding targets, I bring valuable experience and a strategic approach to driving revenue growth.

Seeking a profile that would polish my skills and advance my career to the next level.

### Professional Experience

**MRF PVT LTD | SENIOR OPERATIONS ASSOCIATE | GUJARAT**  
**MAR 2022- MAY 2023**

Key responsibilities:

- Effectively managed all aspects of material movements, including inbound and outbound logistics, material handling, and strategic planning.
- Preparing reports and documentation
- Coordinate between clients and operations to ensure seamless workflow.
- Identify operational problems and resolve them quickly and efficiently.
- Using inventory management software or systems to track and manage inventory movement, stock availability, and stock turnover.
- Preparing sales reports and sales plans for the sales department
- Monitor, control, and manage business operations to meet client expectations and company goals.
- Processing purchase orders, coordinating with suppliers, and ensuring timely delivery of materials or products.
- Identifying slow-moving or obsolete items and implementing strategies to optimize inventory turnover and minimize carrying costs.
- Handling incoming and outgoing emails, phone calls, and other forms of communication. They may also draft and proofread documents, memos, and reports.
- Ensuring that the office is clean, organized, and well-stocked with necessary supplies. They may also liaise with vendors for office maintenance, repairs, and supplies
- Petty cash is meticulously managed on a daily basis to ensure smooth financial operations.

**Loadshare Network PVT. LTD | Operations Executive | THODUPUZA**

**2021-2022**

Key responsibilities:

- Communicating with Upper management and creating strategic plans
- Creating and submitting reports
- Identify urgent and important tasks and manage time efficiently to handle multiple priorities.
- Coordinating with logistics and transportation providers to schedule deliveries and track shipments.
- Developing distribution plans to optimize routes and minimize delivery times and costs.
- Supervising warehouse activities, including receiving, storage, and order picking, packing, and shipping.
- Ensuring products are handled and stored correctly to maintain their quality and prevent damage during the distribution process.
- Addressing customer inquiries, resolving issues, and ensuring high levels of customer satisfaction.
- Identifying opportunities for streamlining operations, improving efficiency, and reducing costs.
- Ensuring adherence to health and safety regulations in the warehouse and distribution processes.
- Addressing day-to-day operational challenges and finding solutions.
- Providing training to warehouse staff and distribution teams to enhance their skills and knowledge

## **Hard Skill**

- SAP
- Data Analysis
- Inventory Management Systems
- Documentation and Systems
- Fleet Management
- Supply Chain Knowledge
- Forecasting Techniques
- Product Knowledge

## **Soft Skill**

- Time management
- Decision-Making & Problem-solving
- Leadership
- Adaptability and flexibility
- Analytical Thinking
- Organizational Skills
- Communication
- Planning and Organization
- Attention to Detail
- Problem-solving
- Team Player
- Multitasking

## **OTHER KNOWLEDGE**

- TALLY ERP
- SAP
- MicroSoft Excell
- Microsoft Word
- Microsoft Powerpoint

## **CERTIFICATES**

- **Procurement**  
disasterready.org
- **Procurement Planning**  
disasterready.org
- **Ms Office**  
Microsoft

## **PCM Marketing | Warehousing & Marketing Executive | THRISSUR 2017-2019**

Key responsibilities:

- Build and maintain positive working relationships with internal and external stakeholders, clients, partners, and team members.
- Managing orders and customers.
- Preparing budgets, reports, and other financial records.
- Ensuring goods are stored in an organized manner to optimize space and facilitate easy access for picking and packing.
- Determining optimal reorder points and maintaining appropriate safety stock levels to prevent stock-outs and overstock situations.
- Maintaining accurate records of incoming and outgoing inventory, conducting regular stock audits, and ensuring proper stock levels are maintained.
- Coordinating the picking and packing of orders to meet customer requirements and timelines.
- Managing warehouse staff, providing training to new employees, and ensuring efficient workflow and teamwork.
- Monitoring inventory levels and coordinating with procurement or purchasing teams to replenish stock as needed.
- Maintaining proper documentation of all warehouse activities, including receipts, dispatches, and inventory records.
- Assisting sales staff and Managing sales orders
- Providing support to customers and resolving any warehouse-related issues or inquiries.

## **PROJECTS**

- Effective customer satisfaction of physical distribution in PCM Marketing
- Customer Satisfaction in Colgate and Pepsodent

## **ACHIEVEMENTS**

- Second place in logistics game conducted by collage in affiatuS.
- second place in state level painting- oil color in CCA Fest.

## **DECLARATION**

I, Sreyas KJ, hereby declare that all the information provided in this Curriculum Vitae (CV) is true, complete, and accurate to the best of my knowledge and belief. I understand that any false or misleading statements may result in the rejection of my application or termination of employment if already hired.

**SREYAS KJ**