

# SABITH P.K

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## PROFESSIONAL SUMMARY

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Experienced Shift Manager with a strong background in warehouse and dark store operations, having worked at Noon Darkstore in Dubai and Amazon Warehouse in Kerala, India. Proven ability to lead and manage teams, optimize operational workflows, and ensure efficient inventory management and order fulfillment. Skilled in meeting performance targets, improving productivity, and solving operational challenges in fast-paced environments. Committed to maintaining high standards of customer service and operational excellence.

## WORK EXPERIENCE

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### SHIFT MANAGER, NOON E-COMMERCE

Aug 2023 - Present

- Managed daily operations, ensuring smooth and efficient functioning of the shift.
- Led a team of 20 employees, providing guidance and support to meet productivity and performance goals.
- Monitored order fulfillment processes to ensure timely dispatch and delivery of customer orders.
- Developed and implemented strategies to enhance operational efficiency and reduce picking time, accepting time.
- Maintained health and safety standards in compliance with company policies and local regulations.

### TEAM LEADER , AMAZON

Sep 2022 - Jan 2023

- Ensured efficient order fulfillment by overseeing the accurate and timely sorting and packing of customer orders.
- Monitored the loading and offloading of goods, ensuring proper handling to minimize damage and errors.
- Trained and mentored new team members in warehouse operations, ensuring smooth onboarding and adherence to safety standards.

### DATA ENTRY OPERATOR

AUG 2021 - JAN 2021

- Accurately entered and updated large volumes of data into company databases and systems.
- Utilized Microsoft Excel, MS Word, and other data management software to create and manage data reports.

## EDUCATION

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- IATA - Supply Chain and Transport Modes
- Graduated In B.Com C.A Bharthiar University
- HIGHER SECONDARY - KERALA STATE
- SSLC EXAMINATION - KERALA STATE

## QUALIFICATIONS

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- Warehouse Management Systems (WMS): Expert in utilizing WMS for efficient inventory management and order processing.
- Google Sheets: Advanced proficiency in creating and managing complex spreadsheets, data analysis, and collaboration.
- Supply Chain Applications: Experienced in using various supply chain management apps to streamline logistics and operations.
- Microsoft Office Suite: Proficient in other MS Office software including Excel, Word, PowerPoint, and Outlook for comprehensive office tasks and communication.