

# CURRICULUM VITAE



**SOORAJ.P. P**

**DUBAI, UAE.**

**Contact No.**

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**Email ID:**

**Palakkaparambil.pp@outlook.com**

**Personal Details**

**Date of Birth: 11/06/1991**

**Gender : Male**

**Nationality: Indian**

**Civil Status: Married**

**Career Objective**

To enhance my knowledge and capabilities by working in to dynamic organization that prides itself in giving substantial responsibility to new talent.

**Languages:**

❖ **English, Hindi, Tamil, Malayalam**

**Work Experience:**

❖ **LUMINOUS FZCO Dubai ,UAE**

**Designation**

❖ **INVENTORY COORDINATOR & STOCK ANALYS**

**(26-03-2019 to still working)**

- Monitor and Maintains current inventory Levels & processes purchasing Orders as Required
- Record Purchases, maintains database, perform physical count of Inventory.
- Reconciles actual stock count to computer generated Reports
- Assist in preparing for Audit.
- Invoicing and packing also verifying before shipment
- Receiving the Imports checking the papers and verifying
- Making Daily Sales reports
- Handling incoming shipment and Resolving customer service issues

❖ **ECO Diamonds FZCO Dubai ,UAE**

**Designation**

❖ **INVENTORY STOCK MANAGING & DATA ANALYSING**

**(13/05/2016 to 25/03/2019 )**

- Managing the total Stock and Handling
- Global stock maintaining
- Purchasing the goods from vendor and exporting to customer for requirements.
- Analyzing the data on stock by using MS Excel.
- Stock pullout for each Requirements.
- Supporting for sales requirements
- Checking and verifying the goods by MS Excel
- Inward and outward reports maintaining daily and monthly base

### Passport Details

Passport No : K9754577  
Issue Date : 11/04/2013  
Expiry Date : 10/04/2023  
Visa Status : Employment

- Making daily production report and transferring to head team
- Supporting and making reports for company new inventions
- Coordinating export and import details
- Making packing list and invoicing for each export
- Invoicing through company software

❖ GREEN POINTS PRECIOUS TONE CUTTING AND POLISHING LLC, Dubai, UAE.

❖ **“Production supervisor”**  
(12/05/2015 to 20/04/2016).

- Making daily production reports and emailing to department head
- Coordinating production details with workers
- Checking the efficiency of workers for get good production

❖ **SRI BALAJI ALLOYS Pvt Ltd, Coimbatore, India.**

**Supervisor cum Operator for vertical Machining center**  
(02/02/2014 to 20/01/2015).

- Operating the Vertical Machining centre
- Making good production daily
- Setting the job on machine
- Programming the material as per the drawing

❖ **SRV Engineering Pvt Ltd, Chennai, India.**

**Setter cum operator for Vertical machining center**  
(03/08/2012 to 20/01/2013).

❖ **New Tech Auto Components Pvt Ltd, Chennai, India.**

**Machine Operator** (04/08/2011 to 31/07/2012)

- Operating the machine and make production

### **Educational & Technical Qualifications**

- ❖ CEDT Diploma in Mechanical Engineering, Kerala.
- ❖ Higher Secondary from Board of HSE in March 2009.
- ❖ High school from Board of Kerala in March – 2007.
- ❖ Microsoft Office. (MS Word, MS Excel, MS Power Point.)
- ❖ Auto Cad from HRDS.

### **Personal Skills: -**

- ❖ Hard working and Dedicated
- ❖ Honesty & Reliability
- ❖ Responsibilities for stocks management & ordering.
- ❖ Leadership Quality.
- ❖ Trust Worthy.
- ❖ Ability to work in deadline pressure and with the team work.
- ❖ Good communication and analytical skills
- ❖ Easy adaptability to situations.

### **DECLARATION:**

I here declare that the above mentioned statement is correct & true to the best of my knowledge & belief.

### **REFERENCES:**

Available upon request.

**SOORAJ. P .P.**