



# SUTHEESH. T

## LOGISTICS EXECUTIVE /OPERATIONS

### SUMMARY

Accomplished and energetic Warehouse Executive with 5+ years of experience, a solid history of achievement. The motivated leader with strong organizational and prioritization abilities. Areas of expertise include fast-paced environments, employee service, team building, and troubleshooting.

### WORK EXPERIENCE

#### ● Group Mukkadan Pvt Ltd - 3PL (Jan-2019 - Dec- 2022)

##### Warehouse & Logistics Executive

- Managed 20+ team members and all warehouse duties.
- Plan and coordinate warehouse activities such as Inbound, Outbound and Inventory management
- Reconciliation the physical stock with system stock
- Used strong communication skills to collaborate with team members to ensure client service

#### ● Lulu International Shopping Mall (Sep-2018 - Jan- 2019)

##### IT Support Executive (Logistics)

- All the Documentation works related to Back office, Maintaining accurate Details of material movement in SAP and Price Label printing.

#### ● Ajfan International Llp (Feb-2018 - Aug- 2018)

##### Store Incharge

- Presentation of store and advertising displays.
- Maximizing profitability and setting/meeting sales targets, including motivating staffs to do so.
- Product management, including ordering, receiving, price changes, handling damaged products, and returns.
- Responsible for minimize the dumping and shrinkage stocks in various ways.

### EDUCATION

#### ● BA Economics with Foreign Trade Policy

University of Calicut (2017)

#### ● Diploma in Corporate Accounts and Management (DCAM) with SAP

Accountants Service Society Cochin (2017)

### STRENGTHS

#### ❖ Delegation

Delegation of different tasks to the most appropriate people is skill that I've mastered.

#### ❖ Smart Goals

Setting Smart goals is always the first step to reaching exceptional results in all aspects of life.

#### ❖ Communication

Good at communicating orders in a friendly and not intimidating way.



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### SKILLS

- Warehouse Operations
- Inventory management
- Strong communication
- Data Entry and Documentation
- Organizational abilities
- Effective Time management
- Team management skills
- Conflict Resolution

### COMPUTER PROFICIENCY

- SAP – Business One, FI & CO (Finance & Controlling), Material Management.
- MS Office – Microsoft Excel, Word, Power point
- Specialized in Tally ERP 9.0, Quick Books Accounting Software.

### LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

### PASSPORT DETAILS

- Passport No : T0418729
- Date of issue:19/12/2018
- Date of Expiry:18/12/2028
- Visa Status: Visit Visa