

TITTO SEBASTIAN
OPERATIONS & INVENTORY SPECIALIST
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Karama, Dubai
Passport No: N8796062



PROFESSIONAL SUMMARY

Results-driven professional with expertise in operations management, inventory control, and administrative support. Proven success in optimizing efficiency as a Petrol Pump Manager and skilled in inventory management and basic accounting from roles as a Store Keeper and Account Assistant. Specialized in stock control and compliance within the pharmaceutical industry.

EXPERIENCE

R O Manager 06/2023 - 06/2024
Panathur Petrochemicals Karike, Karnataka

Detail-oriented and experienced operations manager with expertise in day-to-day management, staff supervision, and customer service delivery. Skilled in inventory management, implementing safety protocols, and overseeing financial operations. Proven ability to maintain equipment, ensure security, and build positive community relationships. Committed to ensuring operational safety, enhancing customer experience, and driving financial performance to meet business objectives.

Store Keeper & Account Assistant 06/2018 - 03/2023
Supreme Traders Kasargod, Kerala

Experienced inventory management professional skilled in overseeing stock accuracy, supply organization, and shipment coordination. Proficient in managing supplier relationships and ensuring efficient stock accessibility. Expertise in conducting stock audits to minimize discrepancies and maintain inventory integrity. Strong background in providing accounting support, including transaction recording, petty cash management, and preparing invoices and purchase orders. Dedicated to ensuring accurate documentation and compliance with financial procedures.

Office Admin 09/2015 - 04/2018
Exceller Infotech Palarivattom, Kerala

Experienced in managing daily office operations, ensuring efficient communication, and monitoring project timelines to keep them on track. Skilled in client relationship management and lead generation to support business development efforts. Adept at scheduling meetings, maintaining organized records, and assisting the design team with project documentation and administrative support.

Inventory Controller 11/2011 - 07/2015

J C Pharma Ernakulam, Kerala

Experienced in managing medicine inventory, ensuring accurate stock records, and overseeing inventory data entry. Handled month-end sale billing processes, maintaining precise financial documentation. Regularly conducted product inspections to identify and remove damaged or expired items, ensuring compliance with regulatory standards and minimizing financial losses.

E D U C A T I O N

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|---|------------------|
| ▪ B. Com with Computer
M G University | 07/2008-03/2011 |
| ▪ Higher Secondary (Humanities)
Kerala Higher Secondary Examination | 07/2006-03/2008 |
| ▪ S S L C
Kerala State Board | 06/2004- 03/2005 |

S K I L L S

- Billing and invoicing
- Adaptability
- Microsoft Office Suite (Word, Excel)
- Client relationship management
- Office management
- Data entry and bookkeeping
- Team leadership and supervision
- Customer service excellence

L A N G U A G E S

English

Hindi