

# SOORAJ MJ

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📍 Al Nahda, Sharjah

📅 03-11-1993

## PROFILE

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To leverage my expertise in logistics, shipping and inventory management in a challenging role within a dynamic organization. I aim to utilize my skills in operational efficiency, strategic planning and team management to optimize workflows, reduce costs and drive overall organizational success. I am committed to continuous learning and professional growth, contributing to innovative solutions and expectations in a competitive environment.

## PROFESSIONAL EXPERIENCE

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09/2024 – 12/2024 Thrissur, India	<b>Assistant Manager (Warehouse)</b> <b>Kalyan 99</b>
2023 – 2024 Thrissur, India	<b>Store Manager</b> <b>Revensa Enterprises</b>
05/2019 – 11/2022 Kochi, India	<b>Assistant Operation</b> <b>DTDC Express Ltd</b>
2018 – 2019 Ernakulam, India	<b>Supervisor</b> <b>Future Supply Chain Solution Pvt Ltd</b>
2018 – 2018 Chennai, India	<b>Internship</b> <b>Trans Pacific Logistics</b>

## EDUCATION

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**Professional Diploma In Logistics & Shipping**  
**STED COUNCIL**

**Diploma In Mechanical Engineering**  
**Arunachal University**

## DUTIES AND RESPONSIBILITIES

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**Warehouse & Inventory Systems**-Proficient in using warehouse and inventory management software to track stock levels, optimize storage and ensure accuracy

**Route Planning & Scheduling**-Experienced in creating and optimize shipping/delivery routes and schedules to enhance operational efficiency and meet deadlines

**Shipment Tracking**-Skilled in monitoring and tracking shipments, ensuring timely delivery and addressing any issues that may arise.

**Safety & Security Compliance**-Knowledgeable in safety protocols and security procedures, ensuring compliance and maintaining a safe working environment.

**Documentation & Process Management**-Expertise in documentation, material booking and delivery process ensuring proper handling and accurate record keeping.

**Warehouse Layout & Distribution Planning**-Able to plan and optimize warehouse and distribution center layouts to improve efficiency, capacity and workflow.

**Transportation Management**-Coordinate transportation activities, including storage, shipment tracking and arrangement of services to ensure seamless delivery from point of origin to destination.

**Logistics Planning & Execution**-Develop and execute comprehensive logistics plans, ensuring products and packages reach their destinations on schedule.

**Cost Management**-Review freight rates, transportation costs and operational expenses to ensure costs-effective logistics solutions.

**Quality control**-Maintain high standards of quality throughout the logistics process, ensuring timely deliveries and customer.

**SKILLS**

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IT Proficiency	Effective Communication
Problem Solving & Critical Thinking	Team Leadership
Adaptability & Quick Learning	Time Management
Inventory & Logistics Management	Attention To Detail
Postive Attitude & Work Ethic	

**LANGUAGES**

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|-----------|-------------|---------|
| • English | • Malayalam | • Hindi |
| • Tamil   |             |         |

**DECLARATION**

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I do hereby declare that all above mentioned details are true to the best of my knowledge and belief.

Al Nahda,Sharjah