**SUJEESH PANGARATH SUDHAKARAN**

STOREKEEPER

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Dynamic professional committed to continuous learning and growth, seeking to contribute within a vibrant, professional environment. Eager to leverage expertise and enthusiasm to drive success for both personal development and the company's advancement. Key Skills including,

* Packing & Put Away
* Expiry Movement
* Disposal Procedures
* Manifest Preparation
* Barcode Implementation
* Investigation of Mislabeled Items
* Stock Audit and Reconciliation
* Zone Allocation
* Communication
* Problem-solving Abilities
* Warehouse & Distribution
* Inventory Management
* MIS Reporting
* Communication Skills
* Return to Vendor (RVT)
* Warehouse Management
* ABC Cycle Count
* Replenishment
* Attention to Detail
* Shrinkage Reduction and cost control

## **Education**

Bachelor of Business Administration in Business Administration

Tamilnadu open University– India

Diploma in Mechanical Engineering (DME) Bharath Polytechnic College Chennai India

Affiliated by Directorate of Technical Education (DOTE). - 2003 to 2006.

## **Relevant [Industry] Experience**

STOREKEEPER | M/s Al Rams Bazaar Department Store LLC, Dubai – UAE (10/2021)-Present)

* Replenish supply inventories according to company guidelines.
* Maintain a clean, safe, and organized working environment.
* Manage store layout and maintain necessary documents.
* Perform stock-related tasks such as packing, labeling, and pricing goods.
* Inspect deliveries for discrepancies or damage and report as necessary.
* Rotate stock and handle the disposal of surplus or expired items.
* Verify monthly reports and ensure accurate documentation for orders.
* Generate purchase orders and goods received notes, LPO, Purchase Booking.
* Conduct periodic perpetual inventory checks.
* Oversee pricing and stock control.

Stock Controller | LANDMARK ARABIA COMPANY LLC, Saudi Arabia 03/2015 – 03/2019

* Maintain optimum stock level at the store as per the business requirement and place orders with better coordination with the IC team and the Ware house team.
* Ensure to achieve the satisfactory results in store BOE Audit conducted annually.
* Using ORACLE - Bi publisher to generate the Business reports related to the Productivity and the sales, RTV, TRANSFER IN AND OUT, INVENTORY.
* Apply STORE INVENTORY MANAGEMENT (SIM) Application to manage the stock level at the store.

Senior Sales Executive | TANISHQ JEWELLERY (Titan Company Limited), Chennai – India 02/2013 – 03/2015

* Manage all tasks in the show room.
* Understanding the needs of the customers; provide an excellent service; offer personalization on some items.
* Count the stock daily by managing the record of the opening stock and closing stock in the section allocated.
* Responsible for proper and attractive display of the products at the appropriate counter.
* Maintain safety of jewelry displayed to customers.
* Provide support to the marketing team for potential customer visits and exhibitions.

Executive customer care| Consim info Pvt Ltd, Chennai – India. 11/2011 – 02/2013

* Answer and respond to customer inquiries in a professional and courteous manner.
* Provide accurate and timely information to customers while maintaining confidentiality and adhering to company policies and procedures.
* Identify and assess customer needs and recommend suitable products or services to address their requirements.
* Coordinate with internal teams to resolve customer concerns and issues in a timely and efficient manner.

Telecaller| Optimus Global Service Ltd, Chennai – India. 10/2010 – 10/2011

* Collaborating on debt collection efforts with Accounts, Sales, and the Legal Department.
* Contacting debtors by telephone to enact and negotiate debt recovery.
* Negotiating settlements to receive payment on a certain percentage of the debt.

## Software Skills

* MS Office
* IPOS
* ERP – Inventory

## Languages

* English
* Hindi
* Malayalam
* Tamil

## **Personal**

Nationality : Indian

Date of Birth : 09.01.1987

## **Reference**

Can be provided upon demand.