**RAJENDIRAN**

[Rajendiran.294657@2freemail.com](mailto:Rajendiran.294657@2freemail.com)

**WAREHOUSE OPERATIONS/SYSTEMS ADMINISTRATOR**

Proven Success in Systems Optimization and Strategic WMS/System Solutions

**Accomplished systems administrator with warehouse management system** having 06 years of experiencein managing warehouse operations. Effectively plan, install, configure and optimize the system infrastructure to consistently achieve high availability and performance.

**Proven ability to create and deliver solutions tied to business growth**, organizational development andsystems optimization. Skilled problem identifier and troubleshooter comfortable managing systems. projects and teams in a range of warehouse environment .

**Career Summary**

A highly resourceful, flexible, innovative, and enthusiastic individual who possesses a considerable amount of knowledge regarding administrative and office procedures. A quick learner who can absorb new ideas and is experienced in coordinating,planning and organizing a wide range of administrative activities. Well organized and an excellent team player with a proven ability to work proactively in a complex & busy office criteria. Raj is now looking for a career advancement opportunity with a company that will allow him to develop his skills & potential.

**HIGHLIGHTS OF IT SKILLS**

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| --- | --- | --- |
| IT Skill/Administrator | Customer service | Designer OS/Windows |
| Technical Support | Warehouse Management System | Training & Mentoring |
| Reception support | WMS (EXCEED SYSTEM) | Systems Installation |
| Filing / archiving | Product improvement | System troubleshoot |

**PROFESSIONAL EXPERIENCE**

**AL- MOJIL DRUGS Co (k.s.c.c)** - **(KUWAIT)** 2010 to 2016/Feb.

Systems Administrator

Warehouse Coordinator

Inventory control

Hired as a full-time systems administrator (Warehouse Management System) fallowing initial consulting role. Administrator in warehouse management in system Exceed oracle data base.Professionaly responsible for inbound/outbound transactions. To track on daily inventory stock balance. Allocation orders on customer need. An accomplished professional with extensive expertise in a broad suite of operations especially in business develop proficient at full business unit management with reputation for leading teams towards peak performance;seeking a challenging position to drive realization of business , targets with adept management of organizational diversity maintaining while a firm focus on assured bottom line gains and distinguished company performance.

**Key Contributions:**

WMS Operations. Inventory maintenance. Inventory control. Report any system issues to supervisor. Updating the stock balance daily.

Order creation and allocation. Keep the record on Inbound, Outbound and other records. Regular closing the shipments & outbound.

Supervise daily order fulfillment with simultaneous document cross verification. Regular tracking in open orders, to get ship complete.

Responsible for software Exceed and 2SS related documentation and operations. Regular physical check on stock mismatching.

Provide leadership to the team by performing as role model. Guides and motivates the personnel.

Prepare and provide necessary reports to the management. Reviews and assigns the delegated tasks.

Reverts with suggestions, on any probable clashes evinced constraints in System to the System Supervisor. System Administrator : Warehouse Management System EXCEED.

**RAJENDIRAN.V**

**PROFESSIONAL EXPERIENCE**

**System Administrator / Team Lead / Inventory/Quality check/Dispatch**

Major strengths in organization, accuracy and attention to detail. Ability to complete assigned tasks efficiently and enthusiastically. A team player who is attentive to detail and able to work in a fast placed environment.

**Key Contributions:**

Maintaining and electronic hard copy filing system. Providing training and orientation for new staff.

Attention to detail. Punctual and reliable. Can work without supervision. Ability to cope and work under pressure.

Led Comprehensive knowledge of Microsoft Word, Outlook and Excel.

Good written and verbal communication skills. Able to work as part of a team. Having a patient outlook.

Coordinating and arranging repairs to office equipment. Effective organizational skills.

Having a patient outlook. Ability to priorities tasks.

Resolving administrative problems. Scheduling and delegating administrative tasks.

Maintain accurate and up-to-date inventory records and ensure that inventory reports are prepared and distributed to the customer or General Manager as required. Notify General Manager of any capacity or inventory problems.

Ensure stock is maintained and rotated properly and regularly. Ensuring office procedures and systems operate efficiently. Handling requests for information and data.

Prepare various reports for customer materials shipped and received at the warehouse, ensuring that all damages or problems are recorded.

**ADDITIONAL WORK EXPERIENCE**

Excelled in early WMS carrier, advancing through increasingly responsible roles including

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| Al-Mojil Drugs(k.s.c.c) | – | **KUWAIT** | System Administrator/Coordinator, 2010/2016 |
| Shawaf Trading Co | – | **KUWAIT** | Customer Care/Designer, 2008/2010 |
| Rabea National Textiles | – | **KUWAIT** | Programmer Designer, 2002/2007 |

**GRADUATION & DIPLOMA**



UNIVERSITY OF MADRAS – India (Chennai)

**Bachelor in Business Administration(B.B.A), 2001**

PONDICHERRY UNIVERSITY COMMUNITY COLLEGE – India (Pondicherry)

**Diploma in Desk Top Publishing(C.D.T.P), 1999**

4rth DIMENSION COMPUTERS – India (Pondicherry)

**Diploma in Software Management(D.S.M), 1988**

**PERSONAL INFORMATION**

**Birth Date**:09 Jun 1976/**Gende**r: Male/**Marital Status**: Married/**Nationality**: Indian/**Languages** :Arabic,English&Hindi.