***SARATH***

***SARATH.354611@2freemail.com***

***OBJECTIVES***

* With strong experience on inventory supervision & warehouse operations, I would like to make my career in Logistics & Inventory management.
* I have more than 4 years of hands on experience of team management & Import/Export documentation.
* Working knowledge on excel worksheets, word documents & good exposure on working on Oracle based ERP. Handling all data entries related to inventory system and reporting.
* Can handle work under pressure and deliver desired results with minimum supervision

***KEY SKILLS***

* Worked with Oracle based software called ‘**Orion**’ modules of material management and warehouse operations.
* Extensive experience in Warehouse operations, Warehousing and inventory management & control, preparing for stock transfers to various locations.
* Adaptable to any computer package.
* Knowledge of free-zone paperwork and swiftly manage on delivery requirements.
* Knowledge in Chamber of Commerce works like online applying for Certificates

***JOB EXPOSURE***

* From 2013 till date working as **Warehouse In-charge/ Inventory Executive**
* For electronics, home appliances & IT accessories warehousing and distribution operations

In Sharaf Electronics.

* Worked as Branch Manager with IIFL -India From 2011 to 2013.
* Worked as Assistant manager with Muthoot Finance Ltd From 2008 to 2011

***Career Progression (starting from recent ones)***

## 1. Sharaf Electronics LLC - Start date Oct 2013 till Present

## Career Overview

I s*tarted as Operation Executive in* Logistics with Sharaf *Electronics, a* branch of Sharaf Group from Oct’13 to Jan’14 then I got promotion as Warehouse In-charge/Inventory Executive position. From Jan’14 till date I am working in same position

**Logistics duties**

* Coordinating with purchasers on import of all brand purchases.
* Coordinating with sales team on daily Deliver Schedule
* Manage and communicate with forwarders, suppliers and shippers for import of

 Shipments and negotiate for expense

* Physical verification of shipments, system entries and deviation found reported back

 To back-office for further actions.

* Manage multi-locations warehouses. And instructing staff to do actions based on

Delivery schedules.

* Create Sales order, sales invoice ,delivery notes, Purchase order and Good Receipt notes
* Lead the team of helpers and drivers for daily jobs like deliveries, loading and unloading, counting of goods for import / export. And ensure proper storage- issuance of stocks so as to minimize material handling.
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* Supervising in monthly/annual stock checks and prepares discrepancy reports.
* Monitoring and assigning the duties for Ware house executives and Drivers.
* Cash handling and timely updating payments to vendors and retailers
* Handle customer queries and timely resolution.

***2.* India Info line Ltd (India) (01 March April 2011-20June 2013)**

 **AssistantBranch Manager.**

* Responsible for increasing profitability of the branch.
* Direct all operational aspects including sales, customer service and administration.
* Access local Market conditions and identify current and perspective sales opportunities
* Adhere to high ethical standards and comply with all laid down process/laws.
* Providing training coaching, development and motivation
* Take Care of the overall accounts and administration

***3. Muthoot Finance Ltd (India) (01 April 2008 to 15 Feb 2011)***

 **Assistant Manager-sales and customer service**

* Formulating of Strategies for business development.
* Branch Accounting / Administration.
* Rendering Excellent Customer Service.
* Maintaining control over audit procedures to ensure compliance with controls
* Monitoring office activity, including number of transactions, loan volume, sales volume

**EDUCATION AND ACHIEVEMENTS**

EDUCATION

**Bachelor of Science (Chemistry)**, Kerala University, India –

(Jun 2003 - May 2006)

**Higher Secondary,** Central Board of secondary Education, India –

(Jun 2001 - May 2003)

Personal Attributes

* Be honest and trustworthy
* Be respectful
* Possess cultural awareness and sensitivity
* Be flexible
* Demonstrate sound work ethics

**PERSONAL DETAILS**

* Profile: Male, Single
* Date of Birth: 13/11/1984
* Nationality: Indian
* Visa Status : Employment
* Languages : English,Hindi,Malayalam,Tamil,Punjabi

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.