**SATHIYAN**



**STORE SUPERVISOR**

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**DUBAI, UAE**

## CAREER OBJECTIVE

A Store Supervisor with more than Thirteen years of increasingly responsible experience including the GCC experience of Six years at FMCG, Electrical and distribution company in the area of Whole Logistics Supervision, controlling and reporting; now looking for a suitable position to utilize the skills for the best interest of self and organization.

## PROFESSIONAL EXPERIENCE

# STORE SUPERVISOR: DANA ELECTRIC ENERGY LLC – ABUDHABI, UAE (2015 JUNE – 2016 AUG)

* + - *Receiving goods and controlling for verification.*
    - *Preparation of GRN for local purchase & SRV for import items*
    - *Preparation of Purchase return for local and import items.*
    - *Reconciliation of purchase order with physical quantity received.*
    - *Arranging clearing agent for clearing shipment from port.*
    - *Control on loading & unloading of goods.*
    - *Supervising the entire warehouse activities and employees.*
    - *Arranging the transportation and coordination.*
    - *Coordinating with finance department regarding any type of price variations and passing the info.*
    - *Managing petty cash for the operations department.*
    - *Maintaining the overtime details of employees and submitting to Finance Department.*
    - *Preparation of Stock variation report and submitting to Warehouse Manager.*
    - *Reporting Inventory details to Warehouse Manager.*
    - *Participating in Logistics meeting and implementing the actions as per Warehouse Manager.*
    - *Other similar nature duties assigned by Warehouse Manager.*

***STORE KEEPER - DAFIR GENERAL TRADING LLC. - ABUDHABI, UAE (2013 FEB – 2015 MAR)***

* *Receiving goods and controlling for verification.*
* *Preparation of GRN for local purchase & SRV for import items*
* *Control on loading & unloading of goods.*
* *Data entry.*
* *Arranging Transportation and coordination*
* *Maintaining the Overtime details of employees.*
* *Proper Stacking the materials.*
* *Picking and packing the delivery materials.*
* *Other duties relating to Logistics department.*

***STORE KEEPER - MH ENTERPRISES LLC. (FMCG) - DUBAI, UAE (2010 JAN – 2012 MAR)***

* *Receiving goods and quantity verification.*
* *Checking production and Expiry date of all import and export items*



# Preparation of GRN and Data entry.

* *Making municipality Samples.*
* *Entering the Shelf life of the Materials*

***BRANCH MANAGER – SABARI DISTRIBUTION PVT LTD. - KERALA, INDIA (2007 FEB – 2008 OCT)***

* *Managing the whole branch functions and controls the branch employees.*
* *Managing the entire finance and Logistics Department.*
* *Cash handling, Reconciliation, Salary processing and Banking.*
* *Preparation of Branch Sales and collection reports and forwarding to HO.*
* *Arranging the meeting with employees periodically.*
* *Preparation of Branch reports on Monthly basis.*
* *Participating in the meeting with Superior Officers and Presenting, analyzing and forecasting the financials of the branch*

***BRANCH IN CHARGE – ADISHWAR IND LTD - BANGALORE, INDIA (2002 MAR – 2006 AUG)***

* *Material Receiving and verification.*
* *Preparation of GRN*
* *Cash Handling and Banking.*
* *Passing the Cash and Material Entries.*
* *Supervising the team.*
* *Preparation of Daily Cash Management and Sales report.*
* *Handling the Petty Cash*

## EDUCATIONAL QUALIFICATIONS

* *Bachelor of Arts – History – Calicut University*
* *Master in Arts, History –Calicut University*

***TECHNICAL PROFFICINECY***

* *Logistics related Packages: Orion & Oracle*
* *MS Office: Outlook, Word and Excel.*

## SKILLS AND STRENGTHS

* *Good communication and leadership skills.*
* *Keen to learn new things.*
* *Sincere and hard working.*
* *Dynamic and easily adaptable.*
* *Problem Solving and Decision Making*



## PERSONAL INFORMATIONS

* Date of Birth : 29-09-1976.
* *Nationality : Indian.*
* *Marital Status : Married.*
* *Languages Known : English, Hindi and Malayalam*

## PASSPORT & VISA DETAILS

* Place of Issue : Kozhikode
* Visa Type : Visit Visa
* Visa Validity : 20-01-2018

**REFERENCES**

* Available as on Request.

**DECLARATION**

I hereby declare that the above information provided is true and genuine with best of me

Knowledge and belief.

**DUBAI SATHIYAN**