



SATHEESAN KANNAN KARANAVAR

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CAREER OBJECTIVE

To apply my experience, skills towards a position which offer new challenges and responsibilities, for full utilization of my talents and offer opportunity for application of knowledge to real life situations, learning and professional growth.

EXPERIENCE

- **Danzas Aei Emirates L.L.C, Dubai** *05/03/2018 - Till*
Warehouse Assistant
Move inventory and materials across facilities
Process inventory for delivery
Sort, organize, and store inventory in proper location
Package items and label correctly
Scan delivered items and ensure quality
Report damaged or missing inventory to supervisors
Stack and organize large bulk items
Remove inventory from trucks or shipping and delivery to proper location
Update logs and documentation for inventory processing
Move materials from facilities to workstations, pick-up locations, or other locations
Wear safety gear at all times
Operate heavy machinery like forklifts to move or store inventory
Ensure workspace is free of debris and remove safety hazards from aisles
Work as an active team member to complete team goals
Prepare documentation and inventory for audits

- **Deal distribution international, jebalali freezone.** *11/11/2008 - 25/12/2016*
Warehouse assistant

Leading the team to achieve the given target.
To Audit the percentage of ASN's - S/O's on a daily basis.
Inventory Move Process ? Shifting of goods from one location to another.
Check (DDR) Daily Deletion Report for Clients (BDF).
Co-ordination with operation for Stage Report & follow up for clearance.
Managing Urgent Orders quickly and appropriately.
Monitoring of Shortages / Excess through RCR ? Receipt Confirmation Report.
Monitoring of Damage / Shrinkage found in Warehouse.
To ensure that Put-away have been completed accurately.
Random Check on Inbound Shipment for Shortage or Excess Receive.
Random Check on Outbound Orders with Pallet Manifest.
Helping the Claim Department in solving the discrepancy.
Produce daily KPI's of: Receipts, Put Away, picks

Revert with suggestion on any probable clashes in schedule to the Manager.
Provide backup for the Manager in his absence & provide solution to the Operation department.

Coordinating with the Warehouse supervisor for resolving discrepancies.

Providing detail report of specific request to the Manager.

Maintain record of activities for the day & pending tasks & forward it to the next shift supervisor, Warehouse Manager for next shift updating.

Investigates inspection, discrepancies & customer complaints of shortage / excess / damages on an urgent basis and provide adequate root cause and corrective preventive measure in prescribed formats.

Ensure operations are conducted as per the procedures set & report on any deviation with suggestion, if any to the Manager

- **Vertex llc, qusais dubai**

10/05/2006 - 25/09/2008

Store assistant

Receiving Goods Accurately and update stock

Put away stocks as per the assigned location

Picking orders as per picking list according to the priority.

Marshaling the packed into the appropriate marshaling area and advising

Maintain highest standards of Store keeping.

Monthly stock checking

Coordinate with Sales.

Maintaining high standards house keeping

Office administrate

EDUCATION

- **Calicut university**

Higher secondary

60%

2002

- **Vidyanagar**

Business process outsourcing (BPO)

50%

2004

-

Diploma in MS-Office / Outlook Express / Internet Explorer (2010)

PERSONAL STRENGTHS

Inter-personal skills

Flexible/Enthusiastic

Good physique.

Ability to work under Stressful Conditions

Competent to work successfully as an individual and also in a team.

Punctual & Hardworking, Convincing & Friendly.

PERSONAL PROFILE

- Date of Birth : 01/03/1984
- Marital Status : Married
- Nationality : India
- Known Languages : English, Hindi,, Malayalam
- Passport : S0124683

DECLARATION

I hereby declare that all the details furnished above are true and correct to the best of my knowledge.

SATHEESAN KANNAN KARANAVAR