

SACHIN SHAJI



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Phone

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Passport Details.

Passport No.: S0883661

Date of Expiry: 25/03/2028

Personal Details

Date of Birth: 18/01/1997

Gender: Male

Marital Status: Unmarried

Nationality: Indian

Languages Known

English

Malayalam

Tamil

As a Warehouse supervisor with more than 3 years of experience in warehouse. Depth knowledge in warehouse operations with an emphasis on SAP. Excellent track record in warehouse management like SAP MM, Inventory control, Invoicing, GRN, Outward management.

Career Progression

**Dec 2019 to Aug 2021: Warehouse Supervisor at Reliance Retail.
(Jayem Logistics Pvt Ltd)
Cochin, Kerala**

Responsibilities:

- Coordinate incoming and outgoing stock, deliveries and logistics monitor stock levels and carry out periodic stock takes.
- Responsible for STN and invoicing the bills, GRN through SAP.
- Plan warehouse work operations in accordance with shipments, received, store orders and stock rotation requirement.
- Plan vehicle fleet proactively reducing running costs and vehicle productivity.
- Assign tasks to labours, monitor progress of tasks and ensure timely completion.
- Coordinating cycle counting and reconciliation of stocks

**Jun 2018 to Nov 2019: Warehouse Supervisor
Proconnect Supply Chain Solutions Ltd
Edappally, Ernakulam, Kerala**

Responsibilities:

- Record all stock movement and deliveries in database and prepare regular reports.
- Responsible for all daily MIS reports.
- Ensuring the warehouse stock and keeping statutory registers.
- Routine physical inventory count and maintaining min – max level of stock.
- Monitor proper documentation of invoices, road permits & lorry receipt.
- Tracking the consignments and ensuring the deliveries.

Education

B.B.A (2015-2018)

- International Business
- Nehru Arts And Science College
- Bharathiar University

PROFESSIONAL DIPLOMA

- Logistics And Scm
- Kims Institute

PLUS TWO (2013-2015)

- Biology Science
- BSS HSS Kollangode, Palakkad, Kerala
- Department Of HSE Kerala

SSLC (2013)

- St Johns HSS Akampadam, Kerala
- Department of education

Key Skills

- Knowledge in MS Office Packs (Excel, Word, PowerPoint),
 - SAP MM
 - WMS
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