

SURAJ L.S.

Warehouse Incharge

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| |  |  | | --- | --- | | C:\Users\sidd\AppData\Local\Microsoft\Windows\INetCache\IE\DY5UYFFB\Mobile-Smartphone-icon[1].png | +91-8129166678 (India) | |  |  | | C:\Users\sidd\AppData\Local\Microsoft\Windows\INetCache\IE\MG3796R3\WhatsApp_logo-vertical[1].png | +91-8129166678 | |  |  | | C:\Users\sidd\AppData\Local\Microsoft\Windows\INetCache\IE\IPBMER5C\email_icon-295x300[1].jpg | [lssuraj@gmail.com](mailto:Sandeepsaseendran99@gmail.com) | |  |  | | C:\Users\sidd\AppData\Local\Microsoft\Windows\INetCache\IE\3XX2MYTW\skype_icon_by_theholdenb12-d6z39qe[1].png | Surajls | |  |  | | C:\Users\sidd\AppData\Local\Microsoft\Windows\INetCache\IE\DY5UYFFB\linkedin-logo[1].png | www.linkedin.com/in/suraj-ls-120149171/ | |  |  | | C:\Users\sidd\AppData\Local\Microsoft\Windows\INetCache\IE\3XX2MYTW\location-icon[1].png | Kumbalam, Kerala |   **Computer Skills**   * SAP * Tally Warehouse Management * Windows, MS- Office   **Language Skills**   * English, Hindi,Malayalam   **Personal Attributes**   * I am an excellent communicator, with a friendly personality * I am very comfortable interacting with and helping guests as required * Self-confident and motivated to take up challenging assignments, long hours of work are not a constraint * Fast learner with hunger for knowledge   **Passport & Visa Details**   * Valid Indian Passport * Expiry Date: 25.12.2026   **Personnel Details**   * Marital Status: Married * Gender: Male * Date of Birth: 13-05-1981   **Professional References**   * Gopi Krishnan   Manager, Sri Bhagavathy Traders Pvt.Ltd  Mob: +91-9846007788 | * **Introduction**   Highly accomplished Warehousing and Logistics Professional with vast experience of over 15 years working with some of the top companies in India and Bahrain.  I hold a Bachelors in Commerce and have expert level knowledge of warehousing software like SAP and Tally.  I have consistently exceeded expectations through hard work and hunger for learning.   * **Skills Summary** * Expert level knowledge of Warehousing activities. * Very good Vendor & Materials management skills, with expertise in negotiations * Ability to identify strengths of staff and do work allocations based on their abilities * Highly experienced in team and people management and resolving team related issues of all kinds * Skilled in the usage of SAP and Tally Warehouse Management software * **Current Employment**     **MIRC Electronics Ltd (ONIDA)**   * Store Manager, from 2016 to till date * Working at Sri Bhagavathy Traders Pvt.Ltd   (C&F Agency of MIRC Electronics), Ernakulam, Kerala  **Responsibilities:**   * Managing, controlling and Executing the complete warehouse activity * Handling day-to-day operations including order processing & dispatching, Preparing and analyzing the MIS and reporting to the management. * Stock reconciliation with SAP system.. * Contributing to various warehousing activities of the company, physical stock checking, and coordination with labourers, dispatch follow-ups, etc. * Adhere to all warehousing, handling and shipping legislation requirements * Plan work rotas, assign tasks appropriately and appraise results * Recruit, select, orient, coach and motivate employees * Receive feedback and monitor the quality of services provided * Setting up layout and ensure efficient space utilization * Enforce all company rules and regulations * Maintaining Petty Cash using Tally * Supervise warehouse employees and oversee daily operations     **Stove Kraft India Pvt Ltd**  *(Kitchen appliances)*   * Store Manager * 2011 – 2016     **Redington Bahrain SPC**   * Logistics Executive * December 2009 to April 2011   **Responsibilities:**   * Customer Handling * Goods receiving * Damage Control * Return defective stock to supplier * Inventory control * Preparing all documents for export and import   **Mahavir Enterprises India Pvt Ltd, Cochin**  *(Home appliances),* C&F Agency of Sri Bhagavathy Traders Pvt.Ltd   * Storekeeper * 2005 – 2007     **Becton Dickinson India Ltd**  *(Medical supplies, devices, laboratory instruments)*  C&F Agency of Sri Bhagavathy Traders Pvt.Ltd   * Stores assistant * 2003 – 2005 * **Education**   **Bachelor of Commerce (B.Com)**   * M.G.University, Kerala * Year 1999 – 2002   **Pre-University (12th standard)**   * M.G.University, Kerala, 1997 – 1999   **Secondary School Leaving Certificate (10th standard)**   * Public Examination Board of Kerala, 1996 |

* **Declaration**

I hereby declare the above given information is correct & complete to the best of my knowledge & belief.

**Suraj.L.S**

**Kerala**