

 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) |
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| C:\Users\sidd\AppData\Local\Microsoft\Windows\INetCache\IE\MG3796R3\WhatsApp_logo-vertical[1].png | +91-8129166678 |
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| C:\Users\sidd\AppData\Local\Microsoft\Windows\INetCache\IE\IPBMER5C\email_icon-295x300[1].jpg | lssuraj@gmail.com |
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| C:\Users\sidd\AppData\Local\Microsoft\Windows\INetCache\IE\3XX2MYTW\skype_icon_by_theholdenb12-d6z39qe[1].png | Surajls |
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| C:\Users\sidd\AppData\Local\Microsoft\Windows\INetCache\IE\DY5UYFFB\linkedin-logo[1].png | www.linkedin.com/in/suraj-ls-120149171/ |
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| 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.LtdMob: +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
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* **Declaration**

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

**Suraj.L.S**

**Kerala**