



SARAVANAN PARAMANATHAN

📍 Dubai, United Arab Emirates

☎ +971524954223

✉ paramanathansaravana@gmail.com

SUMMARY

Flexible and resourceful Warehouse Operative skilled in assembly production and Delivery operation. Skilled in best warehouse practices. Consistently adheres to strict deadlines and works collaboratively. Offers strong background in manufacturing and warehouse operations.

EXPERIENCE

FULFILLMENT COORDINATOR / FMCG, 03/2022 - Current

GroCart / InstaShop DMCC, Dubai, United Arab Emirates

- Took charge of dispatching products in alignment with customer orders, spearheading inventory fulfillment operations.
- Orchestrated supplier coordination to replenish stock deficits, guaranteeing seamless on-time delivery to customers
- Proactively communicated inventory levels to the purchasing department to facilitate future procurement planning
- Enhanced customer satisfaction through diligent coordination with internal teams to manage expectations
- Utilized specialized software for efficient inventory management and control
- Demonstrated expertise in both food and non-food product categories, maintaining stock integrity based on quality standards and expiration dates
- Conducted market analysis to inform strategic bulk purchasing decisions, optimizing wholesale costs
- Took charge of training operations to upgrade job proficiencies for both new recruits and existing team members
- Demonstrated versatility and commitment to the role by willingly taking on additional responsibilities as required by management.
- Operated forklift trucks to unload and transport goods.
- Developed excellent working knowledge of industry trends and improvements in processes.
- Guided teams in product merchandising and inventory management.

FREIGHT COORDINATOR, 10/2020 - 03/2022

DAH Freight Service, SriLanka

- Implemented and streamlined freight coordination processes, ensuring compliance with logistics regulations through meticulous documentation management.
- Optimized the process of coordinating and managing freight.
- Implemented efficient systems for tracking and handling logistics documents
- Streamlined processes to enhance overall productivity
- Maintained a high level of compliance in logistics operations.

- Prepared range of written communications, documents and reports.
- Collaborated with team members to achieve target results.

SUPPLY CHAIN MANAGEMENT, 08/2018 - 03/2021

Dart Global Logistics

- Accomplished Supply Chain Management expert, passionate about streamlining end-to-end operations for peak efficiency
- Demonstrated prowess in strategic sourcing, procurement, and logistics optimization
- Adept at fostering collaborative partnerships to bolster supply chain coordination and performance
- Focused on cost reduction and driving continuous improvements within supply chain systems
- Eager to leverage extensive skills and knowledge to enhance team dynamics and contribute to organizational success
- Optimized end-to-end supply chains
- Expert in strategic planning & procurement
- Cut costs & boosted supply efficiency.

SKILLS

- | | |
|------------------------|-------------------------------|
| • Operations | • Social Media |
| • Procurement | • Supply Chain Management |
| • Warehouse Management | • Global Logistics |
| • Data Entry | • Supply Chain |
| • Freight Forwarding | • Public speaking |
| • E-Commerce | • Spreadsheet creation |
| • Web Services | • Confidentiality maintenance |

EDUCATION

HINDU COLLEGE, Sri Lanka,Colombo, 01/2014

GCSEs





- General Certificate of Secondary Education

Google Digital Garage, Sri Lanka,Colombo

Certificate In Fundamentals of Digital Marketing

- SEO Digital Marketing
- Online Present

LANGUAGES

English:	B1	Tamil:	C1
			
Intermediate		Advanced	
Hindi:	A2	Malayalam:	A2
			
Elementary		Elementary	

REFERENCES

- Sagar Bhavnani Senior Operations Manager - B2B
- sagar.bhavnani@instashop.ae +971554298389

DRIVING LICENCE	<ul style="list-style-type: none">• Category B auto• Automatic Driving License In Under Process 70%
-----------------	--

CERTIFICATIONS	<ul style="list-style-type: none">• Basic Food Safety - Food Service Dubai Municipality (DM)• SFST21058103 certified
----------------	--

HOBBIES AND INTERESTS	<ul style="list-style-type: none">• Community gardening• Fundraising events• Content creation• SEO• Reading financial news and market reports
-----------------------	---