

Suraj Ganesh

Objective

Dedicated professionals with demonstrated strengths in customer service, time management, and trend tracking. I am good at troubleshooting problems and building successful solutions. Excellent verbal and written communicator with a strong background in cultivating positive relationships and exceeding goals.

WORK EXPERIENCE

Cardinal Health/ Coordinator

Nov 2020 – Present

- Daily use of the Takt system in order to facilitate drop-off of hospital orders. The system allows you to monitor the shipment.
- Assigned to manage Aims software to drop orders and track associates.
- Assigned to manage the ultimate Android ultra-rugged mobile MC9300 computer, which allows shipping orders to customers promptly.
- Assigned to utilize Locust robot, allowing associates to improve productivity.
- Assigned to reboot the Locust robot when necessary onsite.
- Responsible for performing/controlling a combination of manual or automated tasks necessary for the receipt, storage, and shipment of products.
- Responsible for the efficient flow of products from the point of product receipt from vendors to the shipment of products (via prescribed service parameters) to various internal and external customers.
- Assigned to operate pallet jacks daily.
- Assigned to monitor delivery time utilizing excellent sorting skills and strong attention to detail.
- Supported inventory accuracy and recorded material movements in company software.
- Utilized computer systems to input data about product movement within the warehouse.
- Communicated regularly with management regarding issues during daily operations.
- Loaded and unloaded trucks with forklifts or pallet jacks.
- Assisted in training new warehouse employees on job tasks, safety protocols, and software.
- Picked orders accurately using handheld scanners.
- Coordinated loading schedules with transportation providers to ensure timely deliveries.
- Collaborated effectively with team members to meet productivity goals and deadlines.

- Evaluated project outcomes against original objectives to identify areas for improvement.
- Monitored inventory levels of office supplies and equipment needed for daily operations.
- Maintained detailed records of project progress and milestones achieved.
- Managed schedules and deadlines for multiple projects simultaneously.
- Coordinated communication between team members and departments.
- Assisted with recruitment, onboarding, and training of new team members.
- Created reports, presentations, and documents to support project goals.

UNFI /Warehouse Selector

Sep 2020 – Nov 2020

- Assigned to operate pallet jacks daily.
- Assigned to operate Vo collects listening devices to pick up merchandise and tag it.
- Wrapping pallets before delivery to the loading dock.
- Operate pallet jacks daily
- Operate Vo collects listening devices to pick up merchandise and tag it
- Wrapping pallets before delivery to the loading dock
- Fulfilled orders using pick lists, order management software, and RF scanners.
- Received incoming packages and inspected for defects or damage.
- Assigned to accurately read work tickets and pull merchandise.
- Supported order fulfillment objectives by memorizing specific inventory locations of high-demand SKUs.
- Resolved order fulfillment issues in close collaboration with customers and team members.

Education

Post University

2023- Present

Bachelor of Computer Information System

- 69 Credit Earned

Concentration: Computer Networking

Lehman High School

- High School Diploma

Skills

- Guyanese Creole English-Based: Advanced
- Proficient in Microsoft Word
- Proficient in PowerPoint,

- Proficient in Excel
- Time management skills
- Critical thinking Skills
- Problem-solving skills
- Epic Software