



# SUJITH BALACHANDRAN

**Location:** Qatar  
**Phone:** +974 33298379 | +974 30237642  
**Email:** [sujith.bchandran@gmail.com](mailto:sujith.bchandran@gmail.com)  
**LinkedIn:** <https://www.linkedin.com/in/sujith-balachandran-66b37a261>

## PROFESSIONAL SUMMARY

Results-driven Warehouse and Logistics Professional with extensive experience in warehouse operations, third-party logistics, inventory management, and end-to-end supply chain optimization. Proven expertise in leading cross-functional teams, streamlining warehouse and logistics processes, and ensuring on-time, cost-effective delivery. Successfully managed 3PL logistics operations for major events, including the FIFA World Cup 2022, where I handled inbound and outbound logistics, inventory control, and last-mile delivery coordination. Adept at implementing safety protocols, enhancing warehouse workflows, and managing large-scale logistics projects. Seeking a challenging role in logistics and warehouse management to drive operational efficiency and excellence.

## KEY SKILLS

- Warehouse Operations Management
- Inventory Management & Control
- Project Scheduling & Planning
- SOP Development & Implementation
- Ordering & Stock Management
- Performance & Safety Compliance
- Shipment & Delivery Coordination
- Store Operations Management
- Sales & Inventory Control
- Team Leadership & Supervision
- Resource Optimization
- Administrative Support

## TECHNICAL SKILLS

- **Warehouse & Inventory Management:** WMS, SAP, INFOR-10, INFOR-11, AutoMed, POS Nation
- **Productivity & Office Tools:** MS Office (Word, Excel, Outlook), PTS Dashboard, Microsoft Power BI

## WORK EXPERIENCE

### Team Leader CL- Warehouse Operation, GWC Logistics, Qatar

April 2023 – Present

- Supervise warehouse operations, ensuring on-time shipment deliveries within budgeted man-hours
- Oversaw operations in a 33,000-square-meter warehouse with a 60,000-pallet capacity, ensuring optimal space utilization and inventory accuracy.
- Evaluate commercial quotes against actual work scopes, preparing additional work orders when necessary.
- Provide technical guidance to resolve production-related issues and maintain quality standards.
- Develop and manage project schedules, allocating manpower effectively to optimize productivity.
- Establish and implement SOPs to enhance warehouse efficiency and streamline operations.
- Optimize resource management to improve shipment scheduling and reduce operational delays.

### Junior Team Leader CL- Warehouse Operation, GWC Logistics, Qatar

January 2022 – March 2023

- Managed warehouse operations, ensuring timely and cost-effective shipment deliveries.
- Reviewed and reconciled commercial quotes with actual work scopes, issuing additional work orders when required.
- Provided technical support to address production challenges and improve operational efficiency.
- Oversaw project scheduling, manpower distribution, and workflow optimization.
- Developed and enforced SOPs to enhance productivity and ensure compliance with safety standards.
- Implemented process improvements to optimize resource allocation and minimize downtime.
- Conducted training programs to enhance engineering skills and align with international benchmarks.

### Branch Manager, Parabrahma Ayur Center, Thrissur, Kerala, India

August 2018 – July 2021

- Directed branch operations, including staff supervision, customer service, and inventory control.
- Implemented strategic initiatives to improve branch efficiency and enhance customer experience.
- Led employee training and development programs to ensure high performance and service quality.
- Monitored KPIs to identify areas for improvement and streamline operations.
- Optimized inventory management to maintain adequate stock levels and minimize wastage.
- Strengthened client relationships through personalized service and customer retention strategies.
- Coordinated promotional activities to boost brand awareness and business growth.

**Store Manager**, Ahlia Foundation, Palakkad, Kerala, India

February 2016 – July 2018

- Managed daily store operations, ensuring efficient inventory control and procurement processes.
- Supervised and trained staff to maintain high operational standards and compliance.
- Implemented stock management strategies to reduce losses and improve turnover rates.
- Enhanced customer service quality by ensuring a smooth and organized shopping experience.
- Analyzed sales trends to optimize inventory levels and prevent stockouts.
- Developed workflow improvements to increase efficiency and operational effectiveness.

**UD Clerk**, Indian Systems of Medicine, Department of Kerala, India

March 2011 – December 2015

- Performed administrative and clerical duties, including maintaining records and documentation.
- Organized files, scheduled meetings, and managed correspondence.
- Assisted in budget tracking and preparation of financial reports.

#### **EDUCATIONAL QUALIFICATIONS**

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**Professional Diploma in Logistics and Shipping**

2013 – 2014

Indian Institute of Logistics and Shipping, Kochi, India

**Higher Secondary Certificate (HSC)**

2007 – 2009

Railway Higher Secondary School, Palakkad, Kerala, India

**Secondary School Leaving Certificate (SSLC)**

2006 – 2007

Railway Higher Secondary School, Palakkad, Kerala, India (CBSE)

#### **CERTIFICATIONS & TRAININGS**

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- **Warehouse & Safety Certifications** : Warehouse Safety Awareness, Warehouse and Loading Dock Safety, Loading Dock Safety, Workplace Safety: The Cost of Saving Time, Warehouse Safety & Operations Management
- **Forklift & Equipment Safety** : Forklift Safety & Handling, Working Around Forklifts, Proper Lifting Techniques
- **Fire & Emergency Response** : Fire Warden Marshall Training (Internal), HSE Onboard Mandatory (HIRA, PPE, Emergency Response, Basic Firefighting), Basics of Fire Extinguisher Safety.
- **Cybersecurity & Workplace Ethics** : Cyber Security Phishing Prevention, Security Awareness Essentials, Anti-Bullying in the Workplace (Manager Version)
- **Leadership & Management Training** : Team Problem Solving, 4 Pathways to Managing Millennials, Skills of a Great Account Manager, Advanced Supervisor Skills, Cross-Functional Teams, Active Listening Skills.
- **Personal Protective Equipment & Heat Safety** : Personal Protective Equipment, Heat Stress Awareness, PPE & Hazard Identification

#### **ADDITIONAL INFORMATION**

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- **Language**: English, Hindi, Tamil, Malayalam
- **Driving License**: Valid Qatar & India (LMV)
- **Visa Status**: Employment Visa

#### **PERSONAL DETAILS**

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- Nationality : Indian
- Date of Birth : 31/03/1992
- Marital Status : Married