



SADIK ALI K

Human Resource Professional | Operations & Administrative Specialist | Sales & Consulting Expertise
| Logistics executive

2023 - 2024



OPERATIONS SPECIALIST - (SCCP)

- As an Operations Specialist in logistics, I managed end-to-end logistics and warehouse operations, ensuring timely deliveries, inventory accuracy, and compliance with regulatory standards.
- I led cross-functional teams, optimizing processes, mentoring staff, and achieving operational KPIs. My responsibilities included cash management, overseeing payment collections, and generating financial reports to support liquidity.
- I successfully handled recruitment, onboarding, and training to build a skilled workforce aligned with organizational goals. Additionally, I collaborated with suppliers and vendors to streamline supply chain operations, improve efficiency, and maintain cost-effective service quality.
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ADDRESS

DUBAI, DEIRA
OLD CLOCK TOWER
UNITED ARAB EMIRATES

VISA STATUS

November 5th 2024 to January
5th 2025

VISIT VISA

PERSONAL DETAILS

NATIONALITY - INDIAN

MARITAL STATUS- SINGLE

LANGUAGES: ENGLISH,
MALAYALAM, ARABIC, HINDI.

HOBBIES

VOLUNTEERING
STRATEGY GAMES
LEARNING LANGUAGES

EDUCATION

- ANNA UNIVERSITY - 2023 - MBA HRM AND MARKETING
- CALICUT UNIVERSITY - 2020 - BBA HRM

INTERNSHIPS 1/9/2022 – 1/12/2022

- MARS EXPLORATION PVT LIMITED COMPANY- Aerospace and aviation company Worked as a HR intern for 3 months which deals with Recruiting, Training, Payroll management, SAP Software Trainings as well as Toolkits.

SKILLS

- Recruitment, Payroll Management, Process Optimization, Supply Chain Coordination, Vendor Management, Budgeting, Compliance, Data Analysis, Project Management, Time Management, Marketing and sales, logistics and warehouse management.

PROJECTS

- A STUDY ON EFFECTIVENESS OF ORGANIZATIONAL CULTURE IN PARIS DRY CLEANERS AND LAUNDRY.
- STUDY ON IMPACT OF ONLINE ADVERTISEMENT IN LAUNCHING OF NEW PRODUCTS AT SOUTH INDIAN BANK

CERTIFICATIONS

- Tcs Ion Basis Of Operational Procurement In Supply Chain Management.
- Cursa - Marketing Basics By Myles Bassell.
- Management And Strategy Institute - Project Management Essentials Certified.
- Tcs Ion Basics Of Logistics, Fleet Management And Warehouse Management.
- Nestle E-Learning 2024 Sustainability