

# Arun Anujan

Inventory controller and  
Logistics Coordinator



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Date of Birth - 25/05/1996  
Mobile number- 0502031745  
Nationality - Indian  
Valid UAE driving License

## About Me

I am a highly motivated and well-organized inventory controller who has extensive real-life experience in Warehouse management, procurement of resources from UAE and other countries, Logistics coordination, and customs clearance procedures.

## Work Experience

### **Inventory Controller and Logistics Coordinator**

World Of Controls FZE, a global company that supplies OEM parts across various industries

*March 2021 to Present*

- Maintained high levels of stock quality, implementing procedures to decrease stockloss
- Identified and investigated discrepancies, resolving issues effectively and quickly to maintain high company productivity levels
- Carefully manage stock locations, selecting best-possible racks and containertypes to meet storage needs
- Optimized efficiency of stock operations using data from hand-held scanners
- Updating Stock levels using Inventory Management software
- Preparing necessary documents for shipping activities
- Coordinating with couriers and shipping companies to smoothly import and export products.
- Tracking the inbound and outbound shipments to make sure that the products are delivered at the stipulated time.
- Analyzing rates of different couriers and shipping companies to suggest the top-level management which is more economical
- Preparing reports based on the needs of top-level management
- Assisting in procuring stocks based on inventory levels.
- Analyzing the company's e-commerce store and preparing various reports and submitting them to the top management for improvements
- Day-to-day experience clearing shipments from Ras Al Khaimah Freezone to the mainland and other countries.
- Strong knowledge in export, import, and import for re-export procedures.

### **Assistant Accountant**

*March 2020 to March 2021*

World Of Controls FZE, a global company that supplies OEM parts across various industries

- Supports the Senior Accountant in completing basic bookkeeping, clerical, and accounting tasks for a company



## Customer Relationship Officer

State Bank of India is an Indian multinational public sector bank and financial services statutory body headquartered in Mumbai

*March 2019 to September 2019*

- Established and maintained strong relationships with clients, achieving sales targets.
- Planned and executed cross-sell campaigns to generate additional sales
- Understanding the financial condition of the customer and suggesting suitable mutual funds.

## Relevant Skills

- Inventory audits, stock-flow management and stock management
- Computerized stock control using Inventory cloud software by WASP
- eBay management
- Warehouse management, shipping coordination and customs clearance.

## Software and skills

- Microsoft Office
- Inventory cloud software by WASP
- Google Sheets
- eBay store
- Customs Regulation, Import and Export Operations
- Cost Saving, Savings, Third-party Logistics(3PL)

## Languages

- English
- Malayalam
- Hindi

## Education History



### Master of Business Administration

Institution: Marian International Institute of Management

*Year of Graduation: 2019*

- *Specialized in Finance and HR*
- *Coordinated multiple management events*



### Bachelor of Commerce

Institution: Bishop Abraham Memorial College, India

*Year of Graduation: 2016*

- *Specialized in commerce*
- *Participated in different management fests.*

## DECLARATION

I am Arun Anujan certifying that to the best of my knowledge and belief, these data clearly specify my qualifications, my experience, and me.

Arun Anujan

15-08-2024