



ABHIJITH SATHIAN

LOGISTICS EXECUTIVE

Results-driven logistics executive with 3 years of experience in managing and optimizing supply chain operations. Proven track record in overseeing inventory control, coordinating transportation, and implementing effective distribution strategies. Adept at vendor management, cost optimization, and utilizing logistics software to streamline processes. Skilled in data analysis, demand forecasting, and problem-solving to enhance operational efficiency. Known for excellent customer service, strong organizational abilities, and effective time management. Committed to delivering high-quality results and contributing to organizational success through innovative solutions and strategic planning.

PERSONAL DETAILS

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|----------------|----------------------------------|
| Mobile | : +91 9876543210 |
| Email ID | : abhijithksathian1998@gmail.com |
| Address | : Al karama, Dubai |
| Nationality | : Indian |
| D.O.B | : 21/04/1998 |
| Gender | : Male |
| Marital Status | : Married |

KEY SKILLS

- Supply Chain Management
- Inventory Control
- Transportation Coordination
- Vendor Management
- Risk Management
- Route Planning
- Distribution Strategies
- Cost Optimization
- Freight Management
- Demand Forecasting
- Customer Service Excellence
- Data Analysis
- Problem-Solving
- Time Management
- Logistics Software Proficiency

ACADEMIC CREDENTIALS

Professional Diploma in Logistics and Shipping Management

The chartered institute of logistics and transport

Bachelor of Business Administration

Rabindranath Tagore University

Higher Secondary Education

Kerala State Board Examination, Kerala

SSLC

Kerala State Board Examination, Kerala

EXPERIENCES

❖ STORE INCHARGE | 2023 - 2024 TTK PRESTIGE LTD, ERNAKULAM, INDIA

KEY RESPONSIBILITIES

- Oversees the entire operation of the store to ensure efficiency and effectiveness.
- Maintains a clean, organized, and visually appealing store layout.
- Manages inventory levels to ensure product availability without overstocking.
- Coordinates with suppliers and vendors to ensure timely delivery of products.
- Supervises and trains store staff to provide excellent customer service.
- Monitors sales performance and implements strategies to meet sales targets.
- Ensures all store policies and procedures are followed by staff.
- Handles customer inquiries, complaints, and returns in a professional manner.
- Analyzes sales data to identify trends and adjust stock and sales strategies accordingly.
- Oversees cash handling, including cash register operations, deposits, and reconciliations.
- Maintains store security and safety protocols to protect staff and merchandise.
- Plans and executes promotional events and sales campaigns.
- Ensures compliance with health and safety regulations and other legal requirements.
- Manages budgets, controls expenses, and optimizes store profitability.
- Provides regular reports to higher management on store performance and operational issues.
- Collaborating with upper management to implement business strategies.
- Developing and enforcing store policies and procedures.

COMPUTER SKILLS

- MS Word
- MS Excel
- PowerPoint
- Data Entry
- SAP
- INFOR
- GWMS

LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Tamil

PASSPORT DETAILS

Passport No : U5193761
Place of Issue : Cochin
Date of Issue : 20/02/2020
Date of Expiry : 19/02/2030

❖ WAREHOUSE EXECUTIVE | 2021 - 2023 DRIVER LOGISTICS LLP, ERNAKULAM, INDIA

KEY RESPONSIBILITIES

- Oversees the daily operations within the warehouse to ensure efficiency.
- Manages the receipt, storage, and dispatch of goods.
- Ensures accurate inventory tracking and record-keeping.
- Supervises warehouse staff and provides necessary training.
- Maintains a clean, organized, and safe warehouse environment.
- Monitors stock levels and initiates orders to replenish inventory as needed.
- Implements and enforces safety protocols and procedures.
- Handles the documentation and paperwork associated with warehouse activities.
- Conducts regular inspections and audits of warehouse processes.
- Manages equipment maintenance and ensures all tools are in good working condition.
- Works to optimize space utilization and improve warehouse layout.
- Ensures compliance with all regulatory and legal requirements.
- Addresses and resolves any issues related to warehouse operations.
- Reports on warehouse performance and key metrics to senior management.
- Coordinates with suppliers and transport companies for timely deliveries and shipments

DECLARATION

All the information provided above is accurate and true to the best of the knowledge and belief.

ABHIJITH SATHIAN