



# MELVIN SUNNY

A highly organized and detail-oriented professional with a strong passion for Warehouse Management and extensive experience in dispatch operations and inventory control. Proven expertise in managing inbound and outbound shipments, optimizing inventory flow, and ensuring accurate record-keeping. Adept at overseeing warehouse operations, coordinating logistics, and implementing cost-reduction strategies that enhance operational efficiency and drive savings. Skilled in utilizing Warehouse Management Systems (WMS), fostering strong vendor relationships, and resolving logistical challenges to ensure seamless supply chain operations. Committed to leveraging my knowledge of warehouse processes to drive operational excellence and improve customer satisfaction.

## CONTACT INFORMATION

- +971 507118382
- melvinsunny100@gmail.com
- Dubai, UAE

## EDUCATION

### BACHELOR OF COMMERCE (B.Com)

- St Thomas College  
Kozhencherry,  
Pathanamthitta, Kerala

### ADVANCED DIPLOMA IN LOGISTICS & SCM

- Global Institute of Integral  
Management Studies, Kochi,  
Kerala

## COMPUTER PROFICIENCY

- MS Office ★ ★ ★ ★ ★
- Basic Operation ★ ★ ★ ★ ★
- Internet & Email ★ ★ ★ ★ ★

## AREAS OF EXPERTISE

- Warehouse Operations Management
- Inventory Control & Optimization
- Warehouse Management Systems (WMS)
- Order Fulfillment & Dispatch Processes
- Inbound & Outbound Logistics
- Inventory Auditing & Accuracy
- Shipping & Transportation Coordination
- Stock Replenishment & Turnover
- Space Utilization & Storage Optimization

## SKILLS

- Team Work
- Work Ethic
- Analytical skills
- Leadership Quality
- Decision-making
- Time Management
- Customer service
- Problem Solving Ability
- Hardworking
- Positive Attitude
- Honesty

## WORK EXPERIENCE

### DISPATCH IN CHARGE | Feb 2023 – Present

#### KAMAL OSMAN JAMJOOM TRADING, DIP 2, JEBEL ALI

##### KEY RESPONSIBILITIES

- Managed both inbound and outbound shipments, ensuring accurate record-keeping and compliance with federal, state regulations, and company policies.
- Established and nurtured strong relationships with suppliers and vendors, negotiating favourable terms and resolving issues efficiently.
- Collaborated with the warehouse team to guarantee accurate picking, packing, and shipping of orders.
- Implemented cost-reduction strategies, including route optimization and shipment consolidation, resulting in significant savings.
- Conducted regular inventory audits, identifying and addressing discrepancies to maintain inventory accuracy.
- Supervised order fulfilment processes, ensuring accurate packing, labelling, and timely shipment of products.
- Collaborated with transportation and logistics teams to coordinate delivery scheduling, shipment tracking, and resolve logistical delays to ensure customer satisfaction.

### INVENTORY CONTROLLER | Jan 2022 – Dec 2022

#### LUKER INDIA - WAREHOUSE, KOCHI, INDIA

##### KEY RESPONSIBILITIES

- Utilized Warehouse Management Systems (WMS) to track inventory, manage warehouse space & optimize inventory flow.
- Managed inventory replenishment by proactively ordering new stock to prevent stockouts and improve inventory turnover rates.

## LANGUAGES

English	<div><div></div></div>	100 %
Malayalam	<div><div></div></div>	100 %
Hindi	<div><div></div></div>	85 %
Tamil	<div><div></div></div>	85 %

## ACHIEVEMENTS

- Successfully led the editorial team as Magazine Editor for the Students Union (08/2018 - 08/2020), overseeing content creation and publication to highlight campus events.
- Earned second place in a university-level badminton tournament, demonstrating strong competitive skills and teamwork.

## PERSONAL DOSSIER

Gender : Male  
Date of Birth : 04/09/1998  
Nationality : Indian  
Marital Status : Single

### Permanent Address

Kavanattu sehion Villa, Kuzhikkala  
(P.O) Pathanamthitta, Kerala, India  
689644

- Prepared and analysed inventory reports, including stock levels, inventory adjustments, and inventory forecasting, providing critical data for decision-making.
- Ensured proper inspection & readiness of incoming inventory for shipment preparation to maintain efficient supply chain operations.
- Conducted supplier evaluations and negotiated cost-effective procurement contracts to optimize inventory management and reduce overheads.
- Performed regular stock audits and reconciled discrepancies between physical stock counts and system records, ensuring inventory accuracy.
- Implemented efficient storage solutions to maximize warehouse space utilization, improving accessibility & operational efficiency.

## PROJECT

### Customer Satisfaction Study on E-Wallets

*Conducted a detailed research project focused on evaluating customer satisfaction with e-wallet services, analysing key factors influencing user experience, adoption and loyalty in the digital payment landscape.*

## PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach skills include patience, attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

**MELVIN SUNNY**