

SANOOP K.P

Logistics & AutoCAD Drafting Professional | Warehouse & Inventory Specialist

Detail-oriented and results-driven Logistics & AutoCAD Drafting Professional with 4+ years of combined experience in logistics coordination, inventory management, and CAD drafting. Proven ability to streamline operations, ensure material accuracy, and deliver on-time results. Seeking a challenging role in the UAE market to contribute technical and organizational expertise to dynamic teams.



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Al Nahda 1, Dubai, UAE



Visa Type: Visit Visa

SKILLS

Technical Skills

- AutoCAD 2D & 3D | Revit MEP
- MS Office Suite (Excel, Word, Outlook)
- SAP (MM Module)
- Warehouse Management Systems (WMS)
- Inventory Management & Stock Reconciliation
- Procurement & Vendor Coordination
- Material Handling & Logistics Operations
- Shipping, Receiving & Documentation (GRN, GIN, LPO)

Soft Skills

- Attention to Detail | Time Management | Accountability
- Organizational & Problem-Solving Skills
- Effective Communication & Teamwork
- Conflict Resolution | Adaptability
- Customer Service Orientation

PROFESSIONAL EXPERIENCE

LOGISTICS CO-ORDINATOR

Reliance Jio Infocom Ltd — April 2024 to May 2025

- Managed end-to-end supply chain for telecom equipment across 500+ projects annually, ensuring 100% on-time delivery.
- Controlled inventory for 1,000+ SKUs, reducing stock discrepancies by 25% and increasing turnover by 30%.
- Oversaw customs clearance and documentation, achieving 100% regulatory compliance and 20% reduction in delays.

STORE KEEPER

Prime Electricals Services — Sep 2022 to Feb 2024

- Received and tracked 500+ materials monthly with zero quality lapses.
- Achieved 99.5% inventory accuracy through regular audits and digital records.
- Prepared and dispatched shipments with 99% labeling and packaging accuracy.

AUTOCAD DRAFTSMAN

Electrolink — Mar 2021 to Aug 2022

- Created precise 2D & 3D CAD drawings for MEP systems and electrical layouts.
- Collaborated with engineers and site teams to revise technical drawings as per project needs.
- Ensured CAD standards were met for 100+ design documents and reduced rework by 30%.



EDUCATION & PERSONAL

Master Diploma in MEP & AutoCAD

InternationalUIT Training Institute, Thrissur | (2020 – 2021)

Diploma (ITI) in Automobile Engineering

Prathibha Pvt. Engineering College, Kunnampulam (2017 – 2019)

Languages:

English, Hindi, Malayalam