

# MELVIN SUNNY



## CONTACT INFORMATION

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Dubai, UAE

## EDUCATION

### BACHELOR OF COMMERCE (B.Com)

- St Thomas College  
Kozhencerry,  
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 style="width: 100%;">100 %</div>
Malayalam	<div style="width: 100%;">100 %</div>
Hindi	<div style="width: 85%;">85 %</div>
Tamil	<div style="width: 85%;">85 %</div>

## 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**