

# 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 high real-life experience in Warehouse management, procurement of resource from UAE and other countries, Logistics coordination and customs clearance procedure.

## Work Experience



### **Inventory controller and Logistics Coordinator**

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

*March 2019 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 for the smooth import and export of products.
- Tracking the inbound and outbound shipments to make sure that the products are delivered at stipulated time.
- Analyzing rates of different couriers and shipping companies for suggesting 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 in clearing shipments from Ras Al Khaimah freezone to mainland and other countries.
- Strong knowledge in export, import and import for re-export procedures.



### **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.*

## **DECLARAION**

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  
29-04-2024