

SUDARSHAN GIREE

Shipping Co-ordinator

Objective

Dynamic professional with extensive experience as a Shipping Coordinator at Jarir Bookstore, excelling in invoice management and collaborative teamwork. Proven track record in optimizing warehouse operations, store management and enhancing accuracy.

Skilled in CCTV operation, ensuring safety and efficiency in high-pressure environments. Observant individual challenged with sitting for long periods and monitoring security cameras for suspicious activity.

Skills

Invoice Management
Collaborative teamwork
CCTV operation
Video surveillance expertise

Education

High School

Ratnesh Nandan Mahavidyalaya,
Badrinagar, Madhuban, India

Contact

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Riyadh Saudi Arabia

Phone

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Experience

Shipping Co-ordinator

Jarir Bookstore, Riyadh, Saudi Arabia

January 2023- Present

- Managed warehouse inventory and handled high volume paperwork, ensuring accurate record-keeping and optimizing storage space utilization.
- Generated end-of-day reports covering shipments, productivity and financial totals.

Surveillance Operator

Kailash Hospital, New Delhi, India

January 2021- December 2022

- Operated surveillance equipment, video recorders and computers to monitor activities within facility.
- Increased efficiency by effectively multitasking between multiple screens, camera angles and areas under observation.

Store house Supervisor

NKG INFRASTRUCTURE LTD., New Delhi, India

February 2017- December 2020

- Supervised daily operations by directing Customer service, inventory and sales operations.
- Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.

Warehouse keeper

Gorkha Department Store, Ithari, Nepal

April 2016- January 2017

- Performed daily tasks including inventory management, shipping and receiving.
- Used inventory management systems to track stock movement and update records.