



SUMMARY

Dedicated and detail-oriented Logistics & Warehouse Store keeper with over 2 years of hands-on experience in supply chain management, staff supervision, and ERP systems in Saudi Arabia's retail and warehouse sector. Skilled in managing end-to-end warehouse operations, process optimization. Currently seeking a challenging logistics supervisory role in a reputed Saudi company to contribute to operational excellence and organizational growth.

EDUCATION

ARNI UNIVERSITY

Bachelor's Degree in Commerce 2021-2024

kerala govenment higher secondary school Thazekode

Plus two (Computer commerce)
2020 – 2021

SKILLS

- Warehouse Management
- Staff Training and Supervision
- Problem-Solving
- Public Speaking
- Team Collaboration
- Customer Service Orientation
- Time Management

LANGUAGE

- English
- Hindi
- Arabic
- Malayalam

PROFESSIONAL EXPERIENCE

Store keeper

Lulu Group of International (Saudi Arabia) 2023- Present

- Verifying the quantity and condition of incoming shipments, checking for discrepancies or damages.
- Organizing and storing items in a designated area, optimizing space and accessibility.
- Monitoring inventory levels, identifying low stock, and initiating restocking orders.
- Maintaining accurate records of all inventory transactions, including receipts, issues, and adjustments.
- Conducting regular stock checks and reconciling any discrepancies.

Billing Clerk

Enzo Gens (Kerala) 2021-2022

- Creating and distributing invoices to customers for goods or services rendered.
- Recording and reconciling payments received from customers, including cash, checks, credit cards, and other methods.
- Keeping track of billing information, payment records, and other related financial data.
- Investigating and resolving any issues or errors in billing data, payment records, or customer accounts.
- Addressing customer inquiries, resolving billing disputes, and sending out payment reminders.