



# SUNIL CHANDRAN

## WAREHOUSE/INVENTORY EXECUTIVE

### PROFILE

Experienced Warehouse/Inventory Professional with 6+ years of outstanding record within UAE & India in distribution and retailing industry. Proven expertise in directing a wide range of supplier coordination, online sales, material management, warehousing, and inventory control. Strategic and proactive team player with outstanding coordination and communication skills, high-level analytical aptitude, problem-solving capabilities. Aspiring to contribute and work actively to a reputed company where knowledge and experience will have a valuable impact.

### CONTACT

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+971 506388539

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### ACADEMIC CREDENTIALS

- BA (English Lit.) – Calicut University (2012)
- Diploma in Fire & Safety Engineering (2008)
- Plus Two (Science)-Higher Secondary Examination Board (2007)
- S.S.L.C-Public Examination Board (2005)

### EMPLOYMENT CHRONICLE

**Warehouse Executive –Jardin De Parfums (HIC Beauty Middle East) Dubai UAE (July/2021- Jan/2022) on 6 months contract basis.**

- Organising and oversee advertising/communication campaigns, exhibitions and promotional events.
- Assisting the Production Manager with administrative tasks like production schedules and timesheets. Inventory and store management
- Purchasing stock toward the smooth running of the production process.
- Preparing cost estimates for materials, equipment.
- Overseeing quality control throughout the production process.
- Liaising and coordinating production with other departments.
- Procuring and monitoring the efficiency of production equipment.
- Follow up and coordinating the shipment of client and subcontractor's material and equipment to the warehouses/factories.

## STRENGTHS

### COMMUNICATION

Interpersonal skills – verbal, problem solving and listening skills in any administrative role.

### SERVICE

Having a customer-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.

## SKILL SET

Microsoft Dynamics-365

Magento

Facts ERP

Epicure ERP

Tally ERP

MSOffice(Excel/Word/

Outlook/PowerPoint)

Graphic Designing (Photoshop,

Corel draw, Illustrator )

## PERSONAL DOSSIER

Gender : Male

Date of Birth : 13-05-1990

Nationality : Indian

Marital status: Single

### Warehouse Inventory Controller - Khalis Perfumes LLC, Dubai UAE (Jan/2021- July/2021) on 6 months contract basis.

- Verification of Inbound/Outbound shipments (Checking the quantity/quality and item-wise allocation to respective locations)
- Preparing purchase orders and invoices in the ERP and coordinating with Suppliers.
- Inventory and store management
- Stocktaking at factory/warehouses and maintain stocks.
- Prepare weekly and monthly sales/consumption reports.
- To keep a close watch on non-moving items and slow-moving items giving details of the same to the management every month.
- Maintaining store records and documents.

### Warehouse Inventory Controller - Lootah Perfumes LLC, Dubai UAE (Dec/2016- Feb/2020)

- Extract data from Magento ,convert raw data into legible report and dispatching to the customers.
- Receiving Materials, Proper Stocking, Preparing GRN and entering the system on a day to day basis.
- Issue of Materials based on the duly approved materials requisition form.
- Weekly updating of the latest market price of inventory items and submitting the same to Sales Department/Project Department for Cost Estimation Pricing
- Report to Production Manager/Division Heads in terms of Stock Status Report for all fast-moving materials.
- To communicate and coordinate with Procurement Department in timely procurement of fast-moving

## LANGUAGES KNOWN

English  
Hindi  
Malayalam  
Tamil

## PASSPORT DETAILS

Passport No : S 5259584  
Issued Date : 02-01-2019  
Expiry Date : 27-08-2028  
Issued Place: Vatakara

## VISA STATUS

Visit Visa Till Sep 2022

## PERMANENT ADDRESS

Puliyullathil Meethal  
Palayad Nada (PO)  
Iringal (VIA)  
673521 (PIN)  
Kozhikode (Dist)  
Kerala  
India

as well as project-related materials as per the job schedules

- Timely completion of data entries in Store ledger and reporting as per the instruction from Accounts Manager.

## Logistics Support Executive - Abcom Solutions Dubai, UAE (Nov/2015- Dec/2016)

- Prepare Performa/Contracts/Commercial Invoices and shipping/export documents
- Online apply for Certificate of Origin and collect the original from Dubai Chamber of Commerce.
- Follow up and coordinating the shipment of client and subcontractor's material and equipment to the job site.
- Arranging transportation and forwarding services for all orders to ensure material is delivered as per schedule.
- Responsible for all duty customs sales and tax functions, including certification and verification, drawback, and compliance with governmental agencies.

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

**SUNIL CHANDRAN**