



# ARUN GOPINATHAN NAIR

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Marukara House  
Veeyapuram Po  
Haripad, Alappuzha  
Kerala, India

## Skills

Interpersonal skills.  
Communication and motivation.  
Organisation and delegation.  
Forward planning and strategic thinking. Problem solving and decision-making. Commercial awareness. Mentoring.

Understanding planning, shipping, warehouse management and inventory systems. Managing daily routes/schedules of shipments and deliveries. Tracking the progress of shipments. Knowing all aspects of warehouse operations. Reviewing inventory needs and keeping adequate stock.

Stock management, supervision, computer skills.

## Reference

**Mr. Abu Thalib - "Limousina Ajalat Logistic Company "**

Manager - Human Resource  
Abuthalib@limousina.com  
+966506087257

**Mr. Mahin Manaf - "Al Habib Industrial Group"**

Manager - Human Resource  
Manafmahin@yahoo.com  
+966553018012

## Objective

Effective communicator with excellent planning, organizational and problem-solving skills. Possess a focused; improve the sales with excellent relationship management skills. Team leader with the ability to recruit, train and mentor the team members.

## Experience

**Limousina Ajalat United Logistic Services Company (Damam K. S. A)** 2019 - 2020

Logistic Supervisor In Saudi Aramco Economic City At Jazan

- Perform regular workplace inspections. Train new/transferred/temporary employees on safe methods of conducting their job.
- Perform housekeeping duties to maintain a clean, safe, and organized work area
- Assists in the development of the layout for material storage, ensuring effective and efficient use of space within and outside the plant
- Manages and coordinates all aspects of logistics, ship schedules, traffic management and any customer concerns related to materials and logistics
- Effectively builds and fosters high performing teams by ensuring teamwork within the department
- Ensures 5S standards are enforced and establishes the team to embrace continuous improvement
- Reviews departmental procedures for improvements and recommendations.Coordinates all requirements (within Shipping, Receiving, and Stockroom) of Customer Service department to meet customer requirements for delivery and accuracy of RMA's and shipments.
- .Reviews shipping notices, bills of lading, invoices, orders, Customer Service requirements and other records to determine priorities, work assignments, and shipping methods required to meet shipping and receiving schedules.
- Ensure accuracy and timeliness of all inventory transactions and physical movement of materials from receipt to stocking, to distribution.
- Maintains accuracy of inventory by cycle count, physical inventories, and implementation of corrective actions.

## Language

English, Malayalam, Tamil, Hindi & Arabic

Al Habib Industrial Group(Riyadh K.S.A)

2011 - 2017

### Store Incharge

- To ensure the receive the materials ordered by the purchase department and supplied by the vendors in a proper maintains as per the laid down procedure.
- To ensure the correctness in the quality, quantity, specifications, condition of the materials received from vendors.
- To stock the materials received from vendors properly as to ensure easy access identification, verification, handling, maintenance etc.
- To ensure proper stocking of materials by using appropriate method and preservation to avoid any damage and loss.
- To ensure a favorable working atmosphere is maintained for the personnel working in the store.
- To ensure proper safety measures are taken for the safety of the store building, materials in the store and the men working in the store.
- Correctly calculated inventory and ordered appropriate supplies.
- Strategically developed effective marketing plans to increase sales and profits while managing costs.
- Recognized and formally acknowledge outstanding staff
- Actively participated in ongoing customer service programs to build sales and rapport in the community.
- Effectively managed payroll and timekeeping including completion of the proper paperwork for new hires and termination.

## **Metro Scans & Laboratory**

2006 - 2010

### Store Manager

- Counted cash drawers and bank deposit.
- Assigned employees to specific duties to best meet the needs of the store.
- Reordered inventory when it dropped below pre-determined levels.
- Instructed staff on appropriately handling difficult and complicated sales.
- Conducted store inventories once per quarter.

## **Education**

### **Mahatma Gandhi University**

2001

Bachelor Of Science(Chemistry Main)

## **Projects**

### **Clients**

Saudi Aramco, Saudi Oger, Al marai,Nadec, Royal Saudi Army, Stc, Al Tamimi, Saudi Ceramics, Al janoob, Al rajhi, Bin Thalib etc.

## **+ Additional Information**

### **Passport Details:**

Passport Number : U 2394170  
Place Of Issue : Cochin  
Date Of Issue : 01/07/2021  
Date Of Expiry : 30/06/2031