



- A n o o p S u d h a k a r a P a n i c k e r -

Dynamic Logistics Expert with Proven Gulf Experience and Robust IT Proficiency, Eagerly Pursuing Career Advancements

Manama, Umm Al Hassam, Bahrain. | +973 33471215 |

anoopsudhakara@gmail.com | <https://www.linkedin.com/in/anooppanicker>

CAREER SUMMARY

A dynamic and detail-oriented logistics professional with a background in computer science. Possesses proven skills in **Warehouse operations, SAP ERP, Tally, and Problem-solving**. An effective communicator in English, Malayalam, Hindi, and Tamil. Demonstrates adaptability, problem-solving abilities, and a commitment to continuous learning. Experienced in office automation and warehouse logistics practices. Committed to contributing to export efficiency, implementing technology, and maintaining high safety standards. Open to collaboration, innovation, and professional development.

EDUCATION

- **BACHELOR OF SCIENCE IN COMPUTER SCIENCE.** | Mahatma Gandhi University, Kerala, India. Graduation Year (March 2015).
- **NATIONAL EXAMINATION BOARD IN OCCUPATIONAL SAFETY AND HEALTH - INTERNATIONAL GENERAL CERTIFICATE (NEBOSH IGC).** | Inspirit Safety Solutions Pvt. Ltd, Thiruvalla, Kerala, India. 09/2021 – 10/2021.
- **LOGISTICS - INVENTORY CLERK.** | Pradhan Mantri Kaushal Kendra, Pathanamthitta, Kerala, India. 03/2018.
- **OFFICE AUTOMATION - MS OFFICE.** | Kerala State Electronics Development Corporation Limited, Malappally, Kerala, India. 01/2018.
- **INSTITUTION OF OCCUPATIONAL SAFETY AND HEALTH - MANAGING SAFELY (IOSH MS).** | Euro Gulf Safety Consultant and Academy Pvt. Ltd, Chennai, Tamil Nadu, India. 03/2016.
- **NATIONAL EXAMINATION BOARD IN OCCUPATIONAL SAFETY AND HEALTH - HEALTH AND SAFETY AT WORK (NEBOSH HSW).** | Euro Gulf Safety Consultant and Academy Pvt. Ltd, Chennai, Tamil Nadu, India. 10/2015.
- **DIPLOMA IN INDUSTRIAL SAFETY MANAGEMENT.** | Euro Gulf Safety Consultant and Academy Pvt. Ltd, Chennai, Tamil Nadu, India. 01/2014-01/2015.

SKILLS

- Adaptability
- Problem-Solving
- Willing to work to undergo training.
- Honest, trustworthy and team player
- Customer Service in Logistics
- Supply Chain Management
- Transportation Management
- Warehouse Management System (WMS)
- Sales and Office Administration.
- Documentation and Record-Keeping
- Cost Reduction Strategies
- Computer Hardware and software trouble shooting
- Health and Safety Training
- Hazard Analysis and Risk Assessment
- Shipping and Receiving
- MS - Word, MS – Excel, Outlook
- ERP Systems (SAP, TALLY, TRAC 360)

PROFESSIONAL EXPERIENCE

1. **New Season Trading WLL**, Umm Al Hassam, Bahrain. | **Sales and Office Administrator** 09/2024 - Present

- **Assisted in Sales Duties:** Conducted field visits, managed client relationships, and processed sales transactions to achieve and exceed sales targets.
- **Enhanced Customer Satisfaction:** Provided outstanding customer service by addressing inquiries, resolving issues, and ensuring a positive experience for clients.
- **Organized Filing Systems:** Maintained comprehensive filing systems for documents, improving retrieval efficiency and reducing downtime.
- **Managed Purchase Entries:** Accurately recorded purchase transactions, ensuring proper documentation and adherence to company policies.
- **Assisted in Van Sales Operations:** Managed van sales routes, executed sales transactions, and provided excellent customer service on-site.
- **Prepared Delivery Notes:** Generated and verified delivery notes, coordinating with warehouse and logistics teams for smooth dispatch operations.
- **Prepared Invoices:** Efficiently created and processed invoices, ensuring accuracy and timely distribution to clients.
- **Prepared Credit Notes:** Efficiently created and processed credit notes, ensuring accurate adjustments and timely resolutions for client accounts.

2. **Quebec Communications Pvt Ltd**, Ernakulam, Kerala, India. | **Administrative Staff** 11/2022 - 11/2023

- **Streamlined office supply management:** Optimized inventory and procurement processes, ensuring efficiency and substantial cost-effectiveness.
- **Optimized Invoice Preparation:** Streamlined the creation and processing of invoices, ensuring precision and prompt distribution to clients.
- **Elevated office equipment functionality and lifespan:** Provided vigilant oversight of maintenance activities, enhancing equipment performance and durability.
- **Established efficient filing systems:** Contributed to seamless document accessibility and retrieval, improving overall organizational efficiency.
- **Demonstrated exceptional organizational prowess:** Led the scheduling and coordination of high-level meetings for executives and teams, maximizing time and resource utilization.
- **Proactively crafted comprehensive meeting agendas:** Contributed to productive and focused discussions by anticipating needs and preparing thorough agendas in advance.
- **Executed systematic mail processing:** Ensured the timely and accurate handling of incoming and outgoing mail through a well-organized and efficient approach.

3. **Berger Paints Emirates Ltd**, Al Quoz Industrial Area-1, Dubai. | **Customer Service Assistant** 01/2022 - 09/2022

- **Achieved prompt resolution of customer and staff grievances**, fostering satisfaction and cultivating positive relationships.
- **Demonstrated strong problem-solving skills by delivering timely answers** and prioritizing a customer-centric approach to enhance overall service quality.
- **Fostered accountability and ensured satisfaction** by diligently following up with customers and stakeholders.

- **Promoted a culture of safety and compliance** through the successful implementation of comprehensive safety training sessions.
- **Optimized end-to-end operations** by leading the integration of SAP ERP, resulting in improved efficiency and significant cost reductions in material movement.
- **Efficiently managed the handling of damaged goods**, overseeing repacking and ensuring timely returns to minimize disruptions in operations.
- **Implemented a systematic process for expired products**, conducting quality control checks to reduce waste and uphold product quality standards.
- **Ensured error-free payroll processing** and timely compensation by maintaining accurate salary timesheets.
- **Contributed to a secure and compliant working environment** through active participation in audits and safety checks.
- **Applied auditing experience** to identify areas for improvement and successfully implemented best practices for efficient management.

4. TVS Supply Chain Solutions onsite at Bosch Automotive Electronics India Pvt. Ltd, Bengaluru, India | **Administrative Staff** 02/2019 – 02/2020

- **Maximized Efficiency with SAP Software:** Leveraged SAP software expertise for streamlined data management and operational efficiency.
- **Ensured Compliance in Invoice Preparation:** Achieved accuracy and compliance in invoice preparation, contributing to seamless financial processes.
- **Optimized Logistics with E-Sugam & Gate Pass: Streamlined logistics operations through efficient E-Sugam and Gate Pass preparation.**
- **Enhanced Document Management:** Implemented effective filing, segregation, and retrieval strategies, ensuring organized and accessible documents.
- **Ensured Precision in Lorry Receipts:** Achieved accuracy in lorry receipt preparation, contributing to smooth transportation processes.
- **Orchestrated Efficient Movement of Finished Goods:** Managed the smooth movement of finished goods, optimizing production area logistics.
- **Maintained Quality Standards in Packaging Control:** Ensured product integrity and quality standards through meticulous packaging control.
- **Optimized Storage and Transportation Efficiency:** Implemented precise palletization and weighment, enhancing efficiency in storage and transportation.
- **Ensured Proper Storage with Putaway Process:** Efficiently organized the putaway process, ensuring proper storage and accessibility of finished goods.
- **Minimized Delays in Vehicle Loading:** Facilitated timely retrieval of finished goods pallets, minimizing delays in the vehicle loading process.
- **Ensured Safe and Efficient Vehicle Loading:** Managed the vehicle loading process, ensuring safe and efficient loading of finished goods.
- **Contributed to Quality Control through Sample Packing:** Demonstrated attention to detail in sample packing, contributing to quality control and customer satisfaction.

PERSONAL DETAILS

- **Name:** Anoop Sudhakara panicker
- **Address:** Flat 53, Building 1706, Road 3738, Block 337, Manama, Umm Al Hassam, Bahrain
- **Nationality:** Indian
- **Passport Number:** N5292960

- **Passport Expiry Date:** 09/12/2025
- ❖ **Languages Known:**
 - Malayalam (Read, Write, Speak)
 - English (Read, Write, Speak)
 - Hindi (Read, Speak)
 - Tamil (Speak)

REFERENCES

- **Anand Raju:** Supervisor, Manufacturing (Supervisor)
TVS Supply Chain Solutions, Bangalore, Phone: +91 8310913992
- **Abhijith:** Customer Service Executive, Berger Paints Emirates LTD., Phone: +971563242587
- **Suresh K Pillai:** Managing Director, Quebec Communications Pvt Ltd, Email:
suresh@quebeccommunications.in