



PROFILE SUMMARY

Dedicated candidate with 6 years' experience in Supply chain, warehouse, and Transport-logistics more than 8 years' experience in Indian Army as Storekeeper, 7 years' experience as Heavy-duty driver in Public Sector Company in Kerala, India.

CONTACT

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VISA: WORK VISA

NOC AVAILABLE

LICENSES and CERTIFICATIONS

- ✚ **Qatar Driving License** for Light Vehicle valid till 2028.
- ✚ Saudi Arabia Driving License for Light and Heavy Motor Vehicle, valid till Oct 2026.
- ✚ Security Training Certificate issued by Indian Army.
- ✚ G-Operator (Windows/MS Office/Internet & Email) Certificate from G-Tec Computer Education.

LANGUAGE PROFICIENCY

Read/Write/Speak : English, Hindi and Malayalam.

Speak : English, Hindi, Malayalam, Tamil, and Arabic (Conversational).

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WORK EXPERIENCE

- ❖ **United Electronics Company (eXtra)**
Sarawat Warehouse, Al Khomra, Jeddah, Kingdom of Saudi Arabia.



eXtra was established in Saudi Arabia in 2003 by United Electronics Company (UEC) to provide all the leading international brands and stocks an extensive product range including TV, audio systems, computers, mobile phones and IT communications, cameras, home appliances and care products., with complete shopping experience for consumer electronics and home appliances.

- **Delivery Coordinator – HD Driver**
6 Years 3 Months (May 2016 to Aug 2022)
 - Schedule deliveries, assign route drivers accordingly, notify customers in advance if any delivery delays, monitor delivery routes, staff, and adhere to policies and procedures.
 - Track the status of product deliveries and resolve the issues promptly, provide outstanding services and ensure customer satisfaction.
 - Worked as a **HD Driver** (2017-2021) for cash on delivery products, accept card payment (POS machine), Cheques, Cash upon delivery, prepares receipt and get the delivery acknowledgement-POD customer's signature on WorkWave mobile application.
 - Performed **Stores Assistant** job during 2016-2017, material receipt, spare parts, tool kits, document verification, support warehouse Inventory team, coordinate with warehouse supervisors and conducting monthly physical counts, stock count pallet movement, stock report, damage discrepancy report etc.
- ❖ **Sarathy Rubber Traders, Anayadi, Kerala, India**
 - **Managing Partner**
5 Years (Feb 2011 to Apr 2016)
 - Manage the day-to-day affairs and business of the Firm, Supervise Firm affairs overall.
 - Provides regular stock report to the partners dealing with finance, management issues, and the implementation of business strategies.

EDUCATIONAL QUALIFICATION

- ❖ 1992 – 1994: Pre-University (Commerce) Kerala University, Kerala, India.
- ❖ 1991 – 1992: SSLC Passed from Board of Public Examination, Kerala, India.

STRENGTHS

- ✓ Patience to sort out issues in the best possible ways.
- ✓ Good Listener and Leadership skills.
- ✓ Willingness to learn.
- ✓ Punctual, Positive Attitude.
- ✓ Being a reliable and conscientious worker with a personal record of achieving targets and goals.

PERSONAL PROFILE

Father's Name : Sankaran Nair N
Nationality : Indian
Passport No : X8269114
Valid till : 14/04/2033
Qatar ID : 27735651483
Valid till 7th Jun 2023
NOC available.

- ❖ **Kerala Co-operative Milk Marketing Federation Ltd (MILMA) Kerala, India.**

- **Heavy Duty Driver**
7 Years (Nov 2004 to Dec 2011)



- Deliver goods via a heavy truck, intercity routes, get goods and cargo being delivered on time. Update the Time sheet, maintain trip summary and report to the dispatcher if any incidents encountered on the road, follow all applicable traffic laws.
- Inspect the trailer before and after the trip, and record any defects found, Report serious mechanical problems to the appropriate personnel. Follow accident procedures if an accident occurs, take special precautions while driving, Keep the truck, and associated equipment, clean and in good working order.

- ❖ **Indian Army (Corps of Signals).**

- **Storekeeper**
9 Years (Sep 1995 to Mar 2004)



- Worked as **Telegraphic messenger** during 1996-1998, **Goods supervisor** for Road movements and **Storekeeper** during 1998-2004.
- Handling of small arms, automatic weapons rifles, Sten Carbine, Light machine Gun etc., Safe custody of keys and various lockups, security of personnel, information's, and materials. Delivery of highly confidential data/letters/files/correspondences etc. within Ministries/Departments and other offices of Government of India. Hands on experience in supervising & impart instructions on firefighting operations, preventive action for minimizing casualties, damage control system. Experience in use of all types of portable firefighting extinguishers, fire guns, nozzles and flood and damage control gears.
- Undergone field firing and battle inoculation every year and has been trained in Offensive & Defensive Operations under stimulated battlefield conditions. Security measures to safeguard the government property from theft, sabotage fire risk. Well trained in exercising, trained to command the guard on duty.

DECLARATION

I hereby declare that all information furnished above is true to the best of my knowledge and belief.

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