

SREEJITH RAMANATHAN



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Contact No:
0508516404

Date of Birth: 13/09/1998
Age: 27

Nationality:
Indian

Marital status:
Unmarried

Languages Known:
English, Hindi, Malayalam,
Tamil.

Profile Summary

Highly motivated and results-oriented MBA professional with 3 years of experience in managing administrative and operational functions. Proven track record of driving process improvements, enhancing patient satisfaction, and optimizing logistics operations. Skilled in healthcare management, operations management, financial planning, and team leadership. Seeking a challenging role that leverages my skills and experience to drive business growth and excellence.

Skills

- Adaptability
- Customer Service
- Leadership
- Scheduling
- Administrative Management
- Confidentiality
- Advanced Excel
- Recruitment
- Time Management
- Multi-Tasking
- Problem Solving
- Fast Learner
- Decision-Making
- Record keeping
- Negotiation
- Inventory Management

Professional Experience

PERFECT EXIM

Kerala, India

Operations Coordinator (Acting Supervisor). (October 2024 – October 2025)

- Supervised daily warehouse, transport, and dispatch operations supporting **200+ monthly orders**.
- Reduced dispatch delays by **25%** through workflow and team coordination improvements.
- Optimized inventory tracking systems, increasing stock accuracy from **80% to 95%**.
- Coordinated with vendors, drivers, customers ensuring **100% on-time delivery**.
- Prepared daily operational reports and enhanced documentation accuracy across departments.

AHALIA HEALTH HERITAGE AND KNOWLEDGE VILLAGE

Kerala, India

Admin Executive – Transport Administration. (May 2024 – September 2024)

- Managed recruitment, scheduling duties and supervision of 45+ drivers across multiple shifts.
- Processed payroll, attendance, and overtime for 45+ staff with 100% accuracy.
- Improved vehicle maintenance coordination, reducing downtime by 15%.
- Updated daily logs, fleet reports, and compliance documents with zero errors.
- Ensured smooth coordination between transport, HR, accounts, and workshop teams.

General Duty Assistant – Consumable Division – Ahalia Healthcare Limited. (Nov 2022 – May 2024)

- Handled inventory for 150+ consumable SKUs with 98% stock accuracy.
- Verified goods and processed 150+ purchase entries/month in Tally prime.

ADDRESS

**Al Ghuwair Market,
Rolla,
Sharjah.**

- Managed packing and dispatch of consumables to 10+ units ensuring 100% on-time delivery.
- Supported documentation, GRN entry, petty cash handling and replenishment cycles.
- Ensured proper storage, labelling, and tracking to avoid material shortages.
- Policy Implementation: Implementing hospital policies and procedures, and ensuring compliance with regulatory requirements.
- Special Projects: Participating in special projects, such as quality improvement initiatives, and contributing to hospital-wide projects and committees.

Educational Qualification

- **Master of Business Administration (MBA)**
Ahalia School of Management-2020-2022
- **Bachelor Of Commerce**
Nehru Arts and Science College-2016-2019
- **Higher Secondary Education**
Central Board of Secondary Education-2016
- **SSLC**
Central Board of Secondary Education-2014

Personal Details

Nationality	:	Indian
Gender	:	Male
Date of Birth	:	13/09/1998
Marital Status	:	Unmarried

Additional Details

- Visit Visa – UAE
- Strong interest in HR, Administration, Logistics & Employee Relations.
- Excellent communication and organizational skills.
- Strong team player recognized for leadership as a cricket team captain.

Declaration

I hereby declare that the details furnished above are true to the best of my knowledge and belief.

SREEJITH RAMANATHAN