

SIVAGAMI SASIKUMAR

CONTACT

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 Ajman, UAE



SOFTWARE PROFICIENCY

- MS Word
- MS Excel
- Data Entry
- Online Platforms
- Internet and Mail Checking

KEY SKILLS

- Inventory Management
- Stock Control
- Data Entry
- ERP Software
- Order Processing
- Quality Checking
- Barcode Scanning
- Packaging Standards
- Warehouse Coordination
- Dispatch & Shipment
- Material Handling
- Supply Chain Operations
- Report Generation
- Team Management
- Communication Skill
- Time Management
- Problem Solving
- Office Management

LANGUAGES

- English
- Hindi
- Tamil

SUMMARY

Experienced Packing Supervisor, Data Entry & Software Operator, and Store Assistant with a strong background in inventory management, packing operations, and data processing. Proficient in handling ERP systems, barcode scanning, stock reconciliation, and order tracking. Skilled in maintaining inventory records, updating stock levels, generating reports, and ensuring compliance with packaging standards. Expertise in material handling, goods receipt processing, storage management, and coordinating with warehouse and procurement teams for efficient operations. Adept at troubleshooting software issues related to inventory and order management to ensure seamless workflow.

EDUCATION

HIGHER SECONDARY

Government Girls Higher Secondary School, Sulurr, Tamil Nadu

SECONDARY

Government Higher Secondary School, Pudur, Tamil Nadu

WORK EXPERIENCE

2021 – Present

PACKING SUPERVISOR / DATA ENTRY & SOFTWARE OPERATOR

Aseela Garments Trading LLC, UAE

Key Responsibilities

- Oversee daily packing activities, ensuring that products are packed efficiently, securely, and in compliance with company standards.
- Manage workflow and assign tasks to packing staff for smooth operations.
- Conduct regular checks on packed goods to verify that correct items, quantities, and packaging materials are used.
- Ensure that all products meet required quality standards before dispatch.
- Track stock movements, manage incoming and outgoing inventory, and update stock levels in the system to prevent shortages or overstocking.
- Use ERP or warehouse management software to input, update, and monitor order details, shipment statuses, and customer requirements.
- Prepare daily, weekly, and monthly reports on packing performance, material consumption, and overall efficiency.
- Identify bottlenecks and suggest improvements to optimize operations.
- Adhere to industry packaging regulations, safety standards, and internal company protocols to maintain consistency and product integrity.
- Use barcode scanners and label printers to accurately tag products for easy identification, inventory tracking, and order fulfillment.
- Identify and resolve technical issues related to inventory management and order processing software to ensure smooth workflow without disruptions.
- Work closely with warehouse staff to organize shipments, ensure proper loading, and meet delivery schedules.
- Assist in resolving logistical issues for on-time dispatch.

PERSONAL INFO

Nationality : Indian
DOB : 07.02.1998
Gender : Female
Marital Status : Married
Passport No : V4363842
Visa Status : Employee Visa

2014 – 2020

STORE INCHARGE

S P Apparels Ltd, India

Key Responsibilities

- Managed inventory, stock levels, quality and material movement within the store.
- Received, inspected, and recorded incoming raw materials and finished goods.
- Maintained stock registers and updated records in ERP or inventory management software.
- Issued materials to production units based on requisitions and demand.
- Conducted periodic stock audits and cycle counts for inventory accuracy.
- Processed GRN (Goods Receipt Note) and coordinated with suppliers for discrepancies.
- Ensured proper storage, labeling, and binning of materials for easy retrieval.
- Handled barcode scanning and stock reconciliation processes.
- Coordinated with procurement and production teams for timely material availability.
- Prepared daily, weekly, and monthly inventory reports for management.