

ANANDHU JAYAN

Warehouse & Logistics Operations | SAP & HighJump WMS | Inventory Control | Mechanical Engineering

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PROFESSIONAL SUMMARY

Mechanical Engineering graduate and logistics professional with hands-on experience in FMCG warehouse operations, SAP and HighJump WMS, receiving and GRN, inventory management, order processing, picking, shipping, invoicing, stock auditing, RF scanner operations, and warehouse documentation. Skilled in coordinating system-supported workflows, maintaining stock accuracy, preparing operational reports, and following safety and SOP requirements in fast-paced environments. Currently pursuing an online MBA to strengthen management and business capabilities. Brings additional experience in technical laboratory operations, public relations, admissions outreach, and digital productivity.

CORE COMPETENCIES

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|------------------------|------------------------------|---------------------------------|
| • Warehouse Operations | • Picking, Packing & Staging | • Safety & SOP Compliance |
| • SAP & HighJump WMS | • Shipping & Dispatch | • Excel Reporting & Dashboards |
| • Inbound & Receiving | • Invoicing & CDD Processing | • Documentation |
| • GRN Processing | • Cycle Counting & Auditing | • Cross-functional Coordination |
| • Inventory Control | • RF Scanner Operations | |
| • Order Processing | • MHE Operations | |

PROFESSIONAL EXPERIENCE

Warehouse Operator - Warehouse & System Operations Jul 2025 - Present

Binzagr Logistics Company | Dammam, Saudi Arabia

- Support daily warehouse operations across receiving, storage, order picking, packing, staging, shipping, and dispatch in a fast-paced FMCG environment.
- Use SAP and HighJump WMS to support order processing, inventory movements, GRN-related activities, shipping workflows, invoicing, CDD processing, and warehouse documentation.
- Maintain stock accuracy through cycle counting, stock verification, system checks, and coordination with supervisors and system teams.
- Operate RF scanning processes and support material movement using pallet handling equipment and other Material Handling Equipment (MHE).
- Prepare operational reports using Microsoft Excel, including pivot tables, dashboards, and data analysis for workflow and inventory follow-up.
- Follow warehouse safety procedures, SOPs, and operational guidelines while supporting smooth workflow and minimal downtime.

Public Relations Officer

Jul 2024 - Jun 2025

Lourdes Matha Group of Institutions | Kerala, India

- Planned and executed public relations, admissions outreach, and institutional publicity activities across digital and print channels.
- Coordinated events, outreach programs, stakeholder communication, and promotional campaigns to strengthen institutional visibility and engagement.
- Created and managed posters, brochures, social media content, and other communication materials for academic programs and initiatives.
- Supported student admission activities and contributed to improved outreach through structured follow-up and campaign coordination.

Mechanical Lab Assistant

Jul 2023 - Jun 2024

Sarabhai Institute of Science & Technology | Kerala, India

- Provided technical support for mechanical engineering experiments, practical demonstrations, and student laboratory activities.
- Maintained, inspected, and troubleshooted laboratory equipment to support safe and efficient operation.
- Assisted faculty with lab manuals, equipment records, inventory, procurement, and documentation of required supplies.
- Supported admission and publicity coordination activities, including content preparation and institutional outreach when required.

EDUCATION

Master of Business Administration (MBA) - Human Resource Management

2026 - Present

Andhra University | Online

- Currently pursuing postgraduate management studies focused on organizational behavior, leadership, strategic management, business communication, talent management, and managerial decision-making.

B.Tech in Mechanical Engineering

2019 - 2023

Kottayam Institute of Technology & Science (KITS) | APJ Abdul Kalam Technological University

- Academic foundation in mechanical systems, engineering design, manufacturing, CAD, technical analysis, practical laboratory work, and problem-solving.

TECHNICAL SKILLS

Logistics & Warehouse: Inbound & Receiving; GRN Processing; Inventory Management; Stock Auditing; Cycle Counting; Order Picking & Packing; Staging; Shipping Documentation; RF Scanner Operations; MHE; Safety Procedures; SOP Compliance

Systems & Productivity: SAP; HighJump WMS; Microsoft Excel (Pivot Tables, Dashboards, Data Analysis); Microsoft Word; PowerPoint; Google Workspace; Report Preparation

Engineering: SolidWorks; AutoCAD; CATIA (Basic); Engineering Drawings; Mechanical Systems; Preventive Maintenance Awareness

Digital & AI: ChatGPT; Cursor AI; Gemini CLI; Prompt Engineering; AI-assisted Research; AI-assisted Software Development; Workflow Automation

Currently Learning: Modern Web Development; React; Next.js; Tailwind CSS; TypeScript Fundamentals; UI/UX Principles

SELECTED PROJECT

AdmitGrid - Early-stage SaaS Product

2026 - Present

Independent Project

- Building a multi-user admissions and operations platform inspired by real-world institutional workflow challenges, with exposure to product planning, role-based access, databases, dashboards, and technology-driven process improvement.
- Using modern web tools including Next.js, Supabase/PostgreSQL, GitHub, and AI-assisted development workflows as part of continuous learning.

CERTIFICATIONS & TRAINING

- SolidWorks Certification / Course Training
- Artificial Intelligence in the Real World
- Industrial Training - Armstech Engineers Pvt. Ltd.: NDT methods, piping, and welding exposure

SELECTED ACHIEVEMENTS

- Contributed to improved inventory accuracy through systematic cycle counting and stock verification.
- Successfully handled institutional PR and outreach campaigns and supported student admissions initiatives.
- Supported engineering laboratories through equipment readiness, documentation, practical coordination, and student assistance.

ADDITIONAL INFORMATION

Languages: English, Malayalam | **Current Location:** Dammam, Saudi Arabia