

SUMAN RAO.T

Vijaynagar, banglore-560023

ssuman4815@gmail.com · 9442181808

B.Sc Zoology graduate with strong data entry, Excel, and inventory management skills. Seeking an entry-level role in supply chain/BPM/operations to contribute to efficient warehouse and logistics processes.

EXPERIENCE

2025-JUNE – 2025-AUGUST

JOB TITLE, KAP PVT LTD

- Handled 200+ outbound calls daily for B2B clients.
- Assisted with account setup & issue resolution for Amazon customers.
- Developed communication, problem-solving, and client-handling skills.

EDUCATION

MAY-2025

B.SC ZOOLOGY, GOVT ARTS AND SCIENCE FOR MEN, KRISHNAGIRI

B.Sc Zoology, Periyar University – Expected 2025

- Gained strong skills in **data collection, analysis, and accurate record maintenance** through lab experiments and research projects.
- Experienced in **team-based fieldwork and presentations**, improving communication and collaboration skills.
- Used **MS Excel & digital tools** for project reports and documentation.

SKILLS

- Inventory Management
(basic cycle counting, stock rotation)
- Data Entry (fast typing, accuracy)
- MS Excel (sorting, filtering, formulas)
- Warehouse Management Systems
(basic SAP/ERP knowledge)
- Barcode Scanning & Order Processing
- Communication & Teamwork
- Strong attention to detail and accuracy in record keeping
- Fast learner, adaptable to warehouse software and tools
- Good communication and teamwork skills
- Effective time management and ability to work under deadlines

ACTIVITIES

- Worked **part-time for 3 years at Kamalammal Medicals** as an assistant, handling tablet inflow/outflow, checking expiry dates, reporting empty stock, and assisting in billing — gained experience in **inventory control, record-keeping, and customer handling**.
- Active **NCC student** in school, developing discipline, teamwork, and leadership skills.
- Conducted **fish farming project** and learned **marketing ethics**, applying practical business knowledge.
- **Fitness enthusiast (gym)**, building stamina, consistency, and time management.
- Interest in **movies (technical aspects)** and **creative writing**, showcasing analytical and creative thinking.
- **Multilingual**: Fluent in English, Tamil for effective communication in diverse workplaces.