



## CHRISTEN SHAJA

LOGISTICS & WAREHOUSE SUPERVISOR

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UAE

### CARRER OBJECTIVE

Achieving high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods. Organizing and maintaining inbound, outbound and inventory area. Measuring and reporting the effectiveness of logistics and warehousing activities.

### SKILL

- Leadership
- Problem-solving
- Safety management
- Time management
- Customer service
- Warehouse management,  
(INBOUND, INVENTORY, OUTBOUND & RTO)

### COMPUTTER SKILL

- MS OFFICE (Word, Excel, Power Point)
- Tally ERP 9
- Uniware Tool

### EXPERIENCE

#### Halidon Logistics Limited/ Warehouse Supervisor

Coimbatore, India. JULY 2022 – JUNE 2023

- Supervising warehouse staff and daily activities.
- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Preparing inventory report.

## **DB Schenker logistics Pvt Ltd / Warehouse Supervisor** (Snapdeal project)

Bangalore, India. AUG 2020 – MARCH 2022

- ✚ Taking care of Inbound & Outbound Activities.
- ✚ Monitoring GRN & Quality checks.
- ✚ Taking care of Inventory Put away process
- ✚ Preparing Action plans and manpower alignment on daily basis.
- ✚ Updating reports on daily basis.

## **Jasper Infotech Pvt. Ltd / Warehouse MIS Executive** (Snapdeal project)

Bangalore, India. SEP 2017 – JUNE 2020

- ✚ Order Management and Order fulfilment
- ✚ GRN & Quality checks
- ✚ Analyze IPS (Issue per Suborder) data
- ✚ Updating MIS reports on daily basis.

## **Proconnect supply chain solutions Admin / Document Controller** (Snapdeal project)

Bangalore, India. MAR 2015 – JAN 2017

- ✚ To handling the Petty Cash
- ✚ To Prepare Quotation, Sales Order, Delivery Order and Invoice
- ✚ To maintain Driver Logs
- ✚ Distribute project-related copies to internal teams File documents in physical and digital records
- ✚ Conduct company audits to ensure documents are being followed
- ✚ Work with auditors to maintain ISO status.

## **EDUCATION**

**MBA** (HR & Marketing) St. Xavier's catholic College of engineering. (AnnaUniversity)

**B.COM** Scott Christian college. (Manonmaniam Sundarana university)

## **PERSONAL DETAILS**

Date of Birth:	16.05.1992
Marital Status:	Married
Gender:	Male
Nationality:	India, Tamil Nadu
Visa:	visit visa
Passport no:	M2108100
Languages:	English, Tamil, Malayalam, Hindi & Kannada.

**Declaration:** I hereby declare the above details made in my resume are true and correct of my knowledge and belief.

C.CHRISTEN SHAJA