

# LIJO JOSE

## CONTACT

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## EXPERIENCE

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*Aug.2022 - Apr.2024*

- **Store keeper**

Datarola Computer Systems Pvt. Ltd, Kochi.

- Ensure optimization of the storage areas and smoothness of materials movement
- Responsible for sending out stock to each branch including packaging the stock and etc.
- Checks materials and supplies and reports when stock is low.
- Keep the store clean, tidy and systematic.
- Ensure all incoming goods are properly stored labeled.
- Undertake any task as instructed by Manager/Supervisor.

*Dec.2019 - Jul.2022*

- **Store keeper**

Emerson Jabel Ali Free Zone, Dubai

- Proficiency with lifting and handing is essential as this is sometimes physically demanding role.
- A full Dubai Driving license.
- Basic computer knowledge of Microsoft words and excel Trained new team members on picking process.
- To check emails and respond to planners and assembly people.
- Ensure proper issuance of stocks on a first-in first-out basis.

*Jan. 2014 - Nov. 2019*

- **Store Keeper**

Kintetsu World Express, Dubai

- Familiarity with standard concepts and best.
- Practices in a storeroom or warehouse environment.
- Supervise inmate workers.
- Checking ongoing coes kitting.

- Unloaded materials from trucks by hand or with motorized equipment.

*Jun. 2012 - Oct. 2013*

- **Store Keeper**

Datarola Computer System Pvt. Ltd, Kochi

- Maintain minimum level stock for consumable parts and other stock items.
- Yearly physical stock taking and verification.
- Responsible for purchasing materials.
- This includes picking up the right vendor from various competitive quotations.
- Prepare purchase order.
- Daily routine store work

*Feb. 2009 - Apr. 2012*

- **Store Keeper**

Falcon Crest Swimming Pools LLC, Dubai

- Inviting quotations from suppliers and placing purchase order.
- Notify supervisor of low stock levels in a timely manner.
- Check the price variances if there is any difference discuss with supervisor or manager.
- Maintaining necessary records with accuracy of information.

## EDUCATION

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*1997*

- **High school**

General Education Department, Kerala

*1999*

- **Intermediate**

MG University

*2002*

- **BA in literature**

MG University

*2007*

- **Master in social work**

Bharathidasan University

## SKILLS

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MS Office, Basic Computer word, excel)



## PERSONAL DETAILS

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- Driving Licence : Dubai light vehicle manual