



# JOBIN JACOB

STORE KEEPER



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Dubai– United Arab Emirates



## PASSPORT DETAILS

Passport No: U6902931

Visa Status: Visit visa

## PROFESSIONAL SKILLS

- Excellent planning and management skills.
- Commitment towards Work.
- Ability to cooperate and adapt all situations.
- Managing Priorities.
- Problem solving.
- Communication.
- Building relationships.

## TECHNICAL SKILLS

- SOLIDWORKS
- DCA (Diploma in Computer Application)
- MS OFFICE (Excel, Word, PowerPoint, Outlook, Access)

## LANGUAGE

English • Hindi • Tamil • Malayalam

## SUMMARY

A well-drafted Logistics Executive Resume mentions the following core duties and responsibilities – providing data and analysis to the operations team throughout the supply chain; taking responsibility for harmonizing and monitoring supply chain operations; troubleshooting concerns relating to international freight

## EDUCATION

<b>IOSH and OSHA</b> Mars Safety Institute	:	Sep, 2016 - Apr, 2017
<b>First Aid Treatment</b> Mars Safety Institute	:	Sep, 2016 - Apr, 2017
<b>Diploma in Fire &amp; Safety</b> Bangalore	:	Mar, 2012 - Apr, 2013
<b>Pre-University</b> Bishop Hodges HSS	:	Mar, 2010 - Mar, 2013
<b>Grade 10<sup>th</sup></b> Pope Pius High School	:	Mar, 2007 - Mar, 2008

## EXPERIENCE

**Logistics Executive** Mar, 2018 - Jan, 2020  
*Sarab Contracting Est, Diyar Al Muharraq*

- Analyse customer information and needs to improve customer relationships.
- Analyse data and research outputs to offer explanations for data findings.
- Analyse data, analysis and research to determine weaknesses in evidences, quality and limitations of analytics
- Analyse innovative logistics solutions that address customer needs. Coordinate logistics services' operational schedules.
- Deliver logistics services that meet customer requirements.
- Develop alternatives to enhance operational policies, standards and procedures. Develop integrated project plans that include scope and resources required.
- Develop non-established supply chain operations for clients.
- Develop plans that include different aspects of project management based on priorities and needs.
- Estimate resources required for project activity accurately. Evaluate operational policies, standards and procedures. Evaluate risk factors that impact efficiency.
- Execute multi-modal supply chain operations. Execute reverse logistics operations

## Logistics Assistant

Mar, 2021 - Jan, 2022

*Flipkart warehouse , Bangalore, India*

- Responsible for monitoring material transported and delivered for timeliness and legality Assist in loading/unloading, sorting, and stocking, and packaging merchandise and orders Responsible for the review, verification, and reconciliation of shipping documents.
- Provide support in completing paperwork and documentation.
- Carry out clerical work, including typing, proofreading, and editing documents, correspondence, and reports for the logistics department or assigned.
- Support with developing and preparing complex databases, reports, and/or presentation material for the logistics.
- Responsible for preparing shipping documents such as Commercial Invoice, Packing Lists, and Shipyard Material Receivers, etc., for ongoing shipments and projects.
- Responsible for entering data into spreadsheets from multiple sources, as well as verifying input and calculations
- Provide support in the maintenance of electronic filing system for administrative documentation that guarantees swift retrieval of requested documents.

## Logistics Executive

Jan, 2023 - Nov, 2023

*Dunzo Bangalore , Bangalore*

- Receiving goods after comparing with purchase orders including item specifications and quality and preparation of goods receipt note in shop tree accounting software.
- Sending purchase invoice to accounts for necessary accounting. Issue goods for delivery as per order issued from sales office.
- Follow up with supplier for expediting in case of delay in delivery.
- Frequent Inventory reconciliation and reporting to manager in case of variation.
- Frequent inventory checking to reduce item expiry.
- Report to management in case of goods going below minimum stock level. Provide necessary support to accounts department for Inventory audit.

### DECLARATION

I hereby declare that all the given details are true and correct to the best of my knowledge and belief.

Place : Dubai

Date :

JOBIN JACOB