

JOBIN JACOB

+971582921450

jacobjobin8@gmail.com

Dubai-UAE

Currently on Visit Visa until 27 Feb 2024.



OBJECTIVE: In pursuit of Stores / Logistics Executive / Safety Supervisor or as suitable with an organization of high repute where I can contribute my skills for the growth of the company.

PROFILE: Experienced professional with total 8 years of progressive work knowledge in as Stores/ Logistics / Safety Supervisor. Hold excellent team management, Communication & Interpersonal skills.

Worked as Store Executive at M/s. Dunzo Bangalore (A company involved in instant delivery of Grocery, Vegetables, Fruits, Milk, Meat, Fish and Paan Items) **Jan 2022 to November 2023.**

Job Profile:

- Receiving goods after comparing with purchase orders including item specifications.
- Quality check 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.
- 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.

Worked as In warding Executive at M/s. Flipkart Warehouse, Bangalore, March 2021 to Jan 2022.

Job Profile:

- Arrange goods as per delivery order to specified location for delivery pick up.
- Ensure the right item delivered to pick up.

Worked as Security Supervisor at Bahrain International Airport Dec 2018 to Jan 2020.

Job Profile:

- ✚ Assigned at Bahrain International Airport to take care of VIP/Business class passengers.
- ✚ Providing the hospitality for VIP/Business class passengers.
- ✚ Taking care of any issue of the VIP/Business class passengers.

Worked as Safety Officer at Sarab Contracting Est. Bahrain Mar 2018 (Project of Ahmed Mansoor Ali at Diyar at Muharraq).

Job Profile:

- ✚ Safety risk assessment Construction site management Staff training and mentoring.
- ✚ Safety documentation and materials.

Worked as Safety Warden at M/s. PRESTIGE PROPERTY MANAGEMENT SERVICES Pvt Ltd, Bangalore from Aug 2015 to Oct 2017.

Job Profile:

- ✚ Assist in implementing and improving effective emergency procedures in your workplace.
- ✚ Prevent emergencies by monitoring the adequacy of the fire risk control measures.
- ✚ Raise awareness with other staff about the fire hazards that exist in your workplace.
- ✚ Instruct workers in how to respond in an emergency.
- ✚ Lead the fire drills and real evacuation procedures, escape routes and exits from their designated area.
- ✚ Ensure all workers are accounted for during an evacuation.
- ✚ Direct everyone to leave the building using all the appropriate routes and exits.
- ✚ Check all accessible spaces in their area, bathroom, way out of the building.
- ✚ Close the doors to help to isolate the fire and guide everyone to the assembly area.

Worked as Safety Supervisor at M/s. V.K. Building Services Pvt Ltd, Bangalore-Aug 2014 to July 2015.

Job Profile:

- ✚ Supervising daily operations with occupational safety and health for all employees.
- ✚ Ensure a safe and healthful workplace for employees.
- ✚ Educating employees to report unsafe or workplace conditions without any delay.
- ✚ Conduct Orientation and Training to Employees so they can perform their work safely.
- ✚ Enforce and implement Safe Work Practices, precautionary measures and procedures.
- ✚ Taking immediate steps to correct unsafe or unhealthful workplace conditions quickly.
- ✚ Investigate Workplace Accidents, provide medical assistance to the injured, reporting and documentation.
- ✚ Motivating Employees to return to work as soon as possible upon returning the employee to work.

ACADEMIC & TECHNICAL CREDENTIALS

- ✓ Certification in IOSH and OSHA from Mars Safety Institute in April 2017.
- ✓ Certification in First Aid Treatment from Mars Safety Institute in April 2017.
- ✓ Diploma in Fire & Safety from Tuv Rheinland Nife, Bangalore 2013.
- ✓ Pre-University from Bishop Hodges Higher Secondary School, Kerala in 2012 with 50%
- ✓ Grade 10th from Pope Pius High School, Kerala in 2008 with 55%

PERSONAL INFORMATION

- Born on 20th Sept 1992, Male, Indian, Married.
- Languages known; English, Hindi, Malayalam & Kannada.
- Listening to music, reading, cricket and internet.

PERSONALITY TRAITS

- Honest, Hardworking and Committed.
- Willingness to take responsibilities.
- Quick learner & Ability to work in team.
- Excellent written and verbal communication skills in English.

(JOBIN JACOB)