

JERIN JOYKUTTY

📍 DUBAI, UAE

☎ 0505052567

◦ DETAILS ◦

DUBAI, UAE

Visa Status:

UAE VISITING VISA

0505052567

jerryjoykutty1@gmail.com

Date of birth

10 Oct 1994

Nationality

Indian

◦ SKILLS ◦

Customer Service

Business Operations

Ability to Work in a Team

Leadership and Teamwork

Interpersonal Skills

LANGUAGES KNOWN

English

Hindi

Malayalam

Kannada

Marathi

◦ HOBBIES ◦

Music

Gaming

Travelling



PROFILE

Dedicated and detail-oriented Executive with experience in efficiently managing Business operations and providing exceptional administrative support. Adept in making key decisions and working with other professionals to achieve goals and solve problems. Excellent time management skills combined with a superior knowledge of the customer service industry. Seeking a challenging position to contribute my organizational and communication skills to enhance overall efficiency and productivity.



EMPLOYMENT HISTORY

Warehouse Operative at Colorcon Ltd, Dartford, United Kingdom

April 2023 — December 2023

- Ensuring efficient operations by adhering to operational procedures, rules and schedules.
- Assisting with warehouse inventory controls, which typically involves using a hand-held scanner.
- Ensure the highest standards of housekeeping. Strong literacy and numeracy skills; the ability to interpret and complete paperwork in a fast-paced environment.
- Works well under pressure and is comfortable in achieving tight deadlines. Proactive and energetic and takes an active part in the success of the department and team.

Warehouse Operative at DX Express, Dartford, United Kingdom

February 2023 — April 2023

- Accurate sortation of parcels and mail either by hand or through the use of sortation equipment.
- Scanning and loading parcels and mail into sacks and cages. Ensuring all sortation is completed in line with DX operating procedures and security standards.
- Ensure the highest standards of housekeeping. Strong literacy and numeracy skills; the ability to interpret and complete paperwork in a fast-paced environment.
- Works well under pressure and is comfortable in achieving tight deadlines. Proactive and energetic and takes an active part in the success of the department and team.

Operations Analyst at First Advantage Global Operating Centre, Bengaluru, India

April 2021 — July 2022

- Functioned with expert level proficiency in daily operations and addressed any challenges with optimism and drive.
- Effectively coordinated daily operations, resulting in greater productivity and higher levels of customer satisfaction.
- Managed and evaluated workflow and productivity, making changes where necessary.
- Worked with Customer Service and Product Development departments to enhance overall customer experience.

Executive - AOCS at Interglobe Aviation Pvt Ltd, Bengaluru, India

August 2016 — June 2020

- Worked well independently and on a team to solve problems.
- Served as a friendly, hardworking, and punctual employee.
- Organized and prioritized work to complete assignments in a timely, efficient manner.
- Operated with a strong work ethic, professionalism, and the ability to work under pressure.



PROFESSIONAL QUALIFICATION

○ **B'sc in Animation and Film making, Cavalier Animations and Technology, Bengaluru, India**

June 2012 – July 2015

○ **Higher Secondary School, Silicon City College, Bengaluru, India**

June 2010 — May 2012

SKILLS:

- Proficient in Microsoft Office Suite (Word, Excel, Outlook).
- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- Attention to detail and accuracy in data management.
- Time management and prioritization skills.
- Ability to work independently and as part of a team.