

JIMMY JOSE

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P: +971581557289

Nationality:

INDIAN

Date of Birth:

18-01-1996

SKILLS

Problem solving

Administrative

Leadership

Teamwork

Communication Skill

Time Management

Leadership

Adaptability

Risk Management

Operations Management

LANGUAGES

English

Malayalam

VISA STATUS

Visit Visa

13 June 2025- 13 Aug 2025

PROFILE

Dynamic and results-oriented Operational Executive with a strong background in streamlining business operations, improving workflow efficiency, and ensuring seamless day-to-day execution. Skilled in managing cross-functional teams, optimizing supply chains, implementing process improvements, and aligning operations with strategic business objectives.

EXPERIENCE

OPERATIONS EXECUTIVE | DAWN BATTERY HOUSE, KERALA

June 2024 - May 2025

- Monitor and optimize operational workflows to ensure efficiency and effectiveness.
- Assist in the development and implementation of operational policies and procedures.
- Coordinate with internal departments to ensure smooth operational execution.
- Manage procurement, vendor relationships, and inventory when applicable.
- Maintain documentation of processes, reports, and compliance records.

OPERATIONS EXECUTIVE | ABELLIO PRODUCTIONS, MEATH, IRELAND

June 2021 - Jan 2023

- Oversee daily operations and ensure processes run smoothly across departments
- Identify and implement strategies to improve productivity, efficiency, and customer satisfaction
- Monitor performance metrics and prepare regular operational reports for senior management
- Manage and coordinate cross-functional teams to ensure seamless workflow
- Ensure compliance with company policies, regulatory requirements, and quality standards

OPERATIONS EXECUTIVE | DAWN BATTERY HOUSE, KERALA

June 2017 - July 2018

EDUCATION

PGDM in Management Practice | Atlantic Technological University,Ireland
Sep 2018 - Aug 2020

Bachelor of Commerce- MARKETING | Mahatma Gandhi University, INDIA
Jul 2014 - Mar 2017

SKILLS AND QUALIFICATIONS

- Working towards CPA US.
- Strong numerical and analytical skills.
- Ability to manage time and prioritize tasks effectively.
- Proficiency in Microsoft Excel and accounting software (Tally).
- Excellent communication and interpersonal skills.
- Assist in coordinating and executing day-to-day operational activities.