



## Shinoj k

**Passport:** C2323737 **Nationality:** Indian **Date of birth:** 08/09/1995

**Place of birth:** Thaliparamba, India **Gender:** Male

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**Home:** Kohan(h), Kannur, Kerala, India, 670703 Kannur (India)

### ABOUT ME

More than Four years of working experience as a warehouse supervisor. Inspiring target- reaching, deadline-hitting teams through expert management and mentoring. Experienced in the effective, efficient running of inventories and deliveries. Leading by example with a positive and dedicated work ethic. I am eager to bring my skills and knowledge to a team oriented and result-driven Organization.

### WORK EXPERIENCE

#### ASSISTANT STORE MANAGER

*HAWAII DOORS AND WINDOWS* [08/10/2024 – Current]

**City:** Kannur | **Country:** India

- Meet sales goals, manage the sales floor, and prepare promotional materials.
- Order inventory, manage stock, and ensure inventory safety.
- Recruit, train, and develop staff, maintain leave and salary, and ensure employee safety.
- Ensure customer satisfaction and provide excellent customer service and problem solving.
- Oversee store operations, develop opening and closing routines, and ensure the store functions efficiently.
- Implement marketing plans and prepare promotional materials.
- Prevent loss, achieve gross ad net profit.
- Cash flow management and avoid unnecessary expenses through cost consolidation.
- Shop maintenance.

#### WAREHOUSE SUPERVISOR

*MIV LOGISTICS PVT LTD INDIA* [ 01/08/2020 – 30/09/2024]

**City:** Ernakulam | **Country:** India

- Organizing and maintaining inventory and picking with Rf scanning machine.
- Ensuring proper storage and labeling of goods. Operating Eclectic pallet jack.
- Maintaining clean and safe Warehouse spaces.
- Inspecting materials for damages or defects.
- Selecting, Packing and preparing items for shipping.
- Receiving, Inspecting and recording incoming shipments.
- Plan for stock holding and organize warehouse layout for optimal efficiency. Shipping notes are signed off, and details are accurately inputted into the system.
- Account for every item of cargo within the warehouse, ensuring it is labelled and stored correctly.
- Team player with the ability to handle multiple tasks and meet deadlines in a high-pressure environment.
- Maintain clear communication with office staff to provide necessary updates to customers.
- Communicate job expectations and coach employees.
- Determine staffing levels and assign workload.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Provide office coverage and respond to phone, email, and in person inquiries regarding warehouse operations and delivery services.

## SALES PERSON

AVATAR JEWELLERY CO.WLL [ 14/09/2015 – 30/06/2020]

**City:** Manama | **Country:** Bahrain

- Salesperson with shop management.
- Interacting with customers.
- Taking orders for customer design.
- Follow up and deliver item, good service to the customers.

## EDUCATION AND TRAINING

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### DIPLOMA IN MECHANIC MOTOR VEHICLE

MG ITI, KERALA, INDIA [ 01/05/2013 – 30/06/2015]

**City:** Kannur | **Country:** India | **Website:** <https://www.irittymgiti.org/> | **Level in EQF:** EQF level 3

### HIGHER SECONDARY [Board of Higher Secondary Education, Kerala]

IRITTY HIGHER SECONDARY SCHOOL [ 01/07/2011 – 30/03/2013]

**City:** Kannur | **Level in EQF:** EQF level 3

## LANGUAGE SKILLS

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**Mother tongue(s):** Malayalam | Hindi

**Other language(s):**

**English**

**LISTENING** C1 **READING** C1 **WRITING** B2

**SPOKEN PRODUCTION** B2 **SPOKEN INTERACTION** B2

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## DIGITAL SKILLS

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Microsoft Office (Outlook, Excel, Word, PowerPoint)

## DRIVING LICENCE

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**Driving Licence:** A2

**Driving Licence:** B

## HOBBIES AND INTERESTS

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**Sports, Traveling, Trekking**