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SKILLS

- Leadership and Supervision
- Organizational and Time Management
- Communication
- Inventory Control
- Logistics and Supply chain

TECHNICAL SKILLS

- Warehouse management Systems (WMS)
- Microsoft office suit (Excel, word, PowerPoint)
- Tally ACE
- SAP

LANGUAGES

English
Malayalam
Tamil
Hindi

BIODATA

DOB – 19/10/1997
Nationality- Indian
Marital Status- Unmarried
Gender – Male

Visa Status – Visit Visa

Nikhil Jose

Warehouse Team Leader

PROFILE

Efficient and result-driven Warehouse team leader with 3 years of experience in optimizing warehouse operations and leading teams to achieve operational excellence. Expertise in Streamlining processes, managing inventory, and ensuring efficient order processing while adhering to safety and quality standers. Demonstrates strong problem-solving abilities, effective communication, and commitment to improving operational workflows. Proficient in using Warehouse management systems (WMS) and analytics to drive performance and resolve issues.

PROFESSIONAL EXPERIENCE

Warehouse Team leader - Elastic Run (FMCG), Tamil Nādu, India, May 2023 – JUN 2024

- Ensure an efficient warehouse operation which is able to fulfil operational and customer demand.
- Ensure the accurate documentation and proper storage of inbound items.
- Ensure all the inbound and outbound shipments meet quality and compliance standards.
- Address and resolve any discrepancies or quality issues promptly.
- Prepare and sent performance reports to management in a daily basis.
- Assign tasks and monitor staff's performance to ensue efficiency and productivity.
- Manage shift schedules and ensure adequate staffing levels for smooth operations.
- Manage the picking packing and shipping of orders.
- Coordinate and oversee shipping and receiving activates.
- Perform stock verification cycle counting and inventory taking as per the requirements.
- Plan, co-ordinate and monitor the receipt, storage and dispatch of goods.
- Co ordinating with other departments to ensure seamless warehouse operations.
- Reporting and documentations.
- Maintain relationships and negotiate with suppliers.
- Plan future capacity requirements.
- Ensure the relevance and accuracy of all documentation relating to goods in and goods out including labelling of all stock items.
- Manage and optimize warehouse layout and space utilization for efficient operations
- Develop and maintain metrics/KPIs, reports, process documentation, customer service logs and training and safety records.
- Supervise and coordinate the activates of warehouse staff
- Ensure that staff comply to health, safety and environmental regulations and work safely to protect themselves and others in the warehouse environment.
- Develop and maintain strong relationships with internal and external stakeholders to ensure optimal performance.
- Collaborate with other managers to determine supply needs.
- Purchase supplies and materials according to specifications.
- Oversee distribution of supplies in the organization.
- Control inventory levels and ensure availability of material during emergencies.
- Keep detailed records on procurement activity, materials quantity, specifications etc.

Logistics and Warehouse Executive – Victory Impex Co-Kochi,Kerala

June 2022 – May 2023

- Develop logistics and warehousing plans for existing operations.
- Maintain accurate inventory records for both inbound and outbound.
- Ensure all outbound shipments meet quality and compliance standards.
- Oversee the inspection of incoming shipments for quality and accuracy.
- Identify, plan and manage special logistics and warehousing operations; ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.
- Overall responsibility for the day-to-day warehouse/shipping operations and updating of daily operations into shared drive to trend performance and capture issues for closure.
- Oversee the maintenance and proper use of warehouse equipment's.
- Handle enquiries or compliance issue in relation to shipping or transportation matters.
- Resolving delivery inconsistencies or delays.
- Establish a culture of positive employee relations ensuring all process, best practices, and policies are adhered to consistently coach, motivate and provide direction to supervisors and employees within the facility.
- Evaluate performance and provide feedback coaching training and development, mentor supervisors.
- Enforce company safety standards and ensure compliance with policies and procedures to reduce OSHA incidents and create a safe working environment.
- Drive Operational and financial results setting expectations and accomplishing performance goals and objectives.
- Create environment that fosters open and positive team communication by setting expectations and communication company goals.

Logistics and Warehouse Executive – Prime Global Industries, Tamil Nadu. India

Aug 21 – May 2022

- Implementation of 5's.
- Strategically plan and manage logistics, warehouse, transportation and customer services.
- Oversee Picking packing and shipping of materials.
- Supervise and lead warehouse staff, including assigning tasks, monitoring performance, and providing training.
- Prepare and present performance reports to management.
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.
- Meet cost, productivity, accuracy and timeliness targets.
- Managing Inventory Stocks.
- Direct, optimize and coordinate full order cycle.
- Liaise and negotiate with suppliers, manufacturers, retailers and consumers.

EDUCATION

Course	Institution	Year
MBA In Finance and Logistics	Nehru college of management, Coimbatore	2021
BA Mass Communication and Journalism	St Joseph college, Devagiri, Kozhikode	2018
Higher Secondary	Chapparapadava HSS, Kannur	2015

CERTIFICATIONS

- Completed Data Entry Operator Course conducted by GTEC computer education.
- Completed Tally ACE Course conducted by G-TEC computer education.
- Certification in Diploma in Indian & Foreign Accounting

PROJECTS

- Analysis on role of value chain strategy in Logistics and Supply chain Management at RUBCO HUAT WOODS, Kannur.

DECLARATION

I hereby declare that the information above is true and correct to the best of my knowledge and I bear the responsibility for the correctness of the above particulars.