

# RESHMA RAJAN

Manager

**Address** Al Nahda, Sharjah UAE

**Phone** +971524809605

**E-mail** reshma24111995@gmail.com



RESHMA RAJAN, Seeking a Challenging Position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. To get an opportunity where I can make the best of my potential and contribute to the organization's growth Objective International Certifications. Dedicated **Industry** professional with a history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.



## Skills

Planning Skills

Microsoft

Photoshop

Problem solving

Customer handling

Operations management



## Work History

**Feb 2022 - Feb 2023** **Operations Manager**

*SHOPAZO SUPERMARKET , Sharjah*

- Introduced new methods, practices, and systems to reduce turnaround time.
- Set, enforced, and optimized internal policies to maintain responsiveness to demands.
- Developed and maintained relationships with external vendors and suppliers.
- Managed inventory and supply chain operations to achieve timely and accurate delivery of goods and services.
- Negotiated contracts with vendors and suppliers to obtain best pricing and terms.
- Supervised operations staff and kept employees compliant with company policies and procedures.

- Assisted in recruiting, hiring and training of team members.
- Reported issues to higher management with great detail.
- Handled problematic customers and clients to assist lower-level employees and maintain excellent customer service.
- Trained new employees on proper protocols and customer service standards.

**Apr 2021 -  
Dec 2021**

### **Safety Supervisor**

*Athirapally Residency, Thrissur*

- Conduct random on -site safety inspections and report any violations
- Provide progress reports weekly to HSE Manager
- Work closely with operations to identify risks and develop / implement a control Methodology for these risk
- Manage safe work procedure creation and revisions during planning and execution of work
- Conduct safety inspections to project sites
- Ensure the observance of the safety rules and safe practices by the staff, and assist in the supervision of safety supervisors
- Take all reasonable steps to prevent workers from taking risks
- Report to the immediate supervisor on any defects and ensure that any unsafe plant and equipment are not used.

**Aug 2020 -  
Mar 2021**

### **Safety Associate**

*Amazon Fulfilment Centre, Bangalore*

- Recognized, documented, and advised on removal of hazards.
- Inspected facilities for adherence to fire, hazard, and safety guidelines.
- Investigated incidents, determining root causes and implementing corrective actions.
- Developed and implemented safety policies and procedures to promote workplace safety.

**Jan 2019 -  
Mar 2020**

### **Safety Supervisor**

*WORTHIT, Vellore*

- Participated in safety meetings by answering questions from staff members.
- Analyzed onsite incidents and instituted precautionary measures to reduce risk and severity of workplace injuries.
- Inspected work practices and procedures for compliance with company and federal regulations.
- Instructed employees on OSHA standards.
- Trained company employees in safety procedures and provided in-depth documentation for review.
- Kept main work areas free of debris and obstacles that could cause falls and mishaps.
- Monitored safety practices of new and existing employees.
- Led employee training on safe usage of equipment.
- Recognized, documented, and advised on removal of hazards.

### **Safety Supervisor**

**Jan 2018 -** COMPASS Interiors, Thrissur  
**Jan 2019**

- Reviewed and analyzed safety data and statistics to identify trends and areas requiring improvement.
- Coordinated emergency response plans and drills to increase preparedness and address issues promptly.
- Provided guidance and resources to employees to maintain safety procedures and enhance protection.



## Education

**Mar 2013 -** **B.E: Aeronautical Engineering**

**Mar 2017** NOORUL ISLAM CENTER FOR HIGHER EDUCATION - KANYAKUMARI



## Languages

English



Upper intermediate (B2)

Malayalam



Bilingual or Proficient (C2)

Tamil



Upper intermediate (B2)

Hindi



Intermediate (B1)



## Certifications

**Jan 2018** Nebosh

Iosh



## Additional Information

Date Of Birth : 24/11/1995

Marital Status : Unmarried

Passport Number : U4574115

Visa Status : Canceled Visa