

# LIJO POULOSE



## Inventory Assistant

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- *Highly Skilled and self-motivated professional in experience with HR and admin functions*
- *Highly qualified & experienced professional with entrepreneurship in FMCG and master's degree of business administration in HR & Marketing Management*

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### Top Skills

- **Knowledge Skill** Overall business administration and analysis, stock movement analysis, optimum stock management, Supply chain management, financial aspects like payment and collection/claims and settlement/promotional budgeting, Retailing, Sales promotional skills
  - **Computer Skill** - ☐ MS Office from NIIT: MS Word, MS Excel, MS PowerPoint, ☐ Tally ERP9
  - **Personal Skill** -Interpersonal Skill, self-motivated, ability to co-ordinate team work, Personal performance analysis, communication
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### Work Experience

#### A. Godia Marketing & Fiona Enterprises, Kochi, India *Sole Proprietorship*

November 2015 – May 2023

**Godia Marketing** is in the **distribution of cosmetic brands** Lotus Herbals, Sugar Cosmetics, IBA Cosmetics, Oshea Herbals, and Softsens baby care. **Fiona Enterprises** is in the **distribution of food brands** Leonz, Coolberg fruit beer, Grain n Grace baking products, tasty treat biscuits, Venus Hakka noodles

Profile as proprietor:

- Overall business administration and analysis, Communication with the companies and retailers related to market growth/promotional budgeting/company claims and settlements
- Stock analysis- holding SKU wise optimum stock for maximum fill rate to retailers and to avoid overstocking, Batch wise analysis to avoid low shelf life and pack damages.
- Manpower planning for supply and collection from market with proper guideline.
- Recruitment, training, attendance record keeping, payroll calculations, Incentive programs to employees
- Financial aspects like payment follow ups to companies and from the market, salary to staffs, Sales Tax and ITR filing, Profit management

#### B. East West Building Contracting LLC, Dubai, United Arab Emirates *Administrative officer*

December 2014 – October 2015

**East West Building Contracting LLC** is a reliable company specialized in Design & Construction of Residential Buildings, Commercial Buildings

☐ HR Administration of day-to-day activities ☐ Coordinating Interviews and procedures of selected employees like offer letter, document collection for visa process, work permit and visa application etc. ☐ Visa Stamping procedures-Medical, EID Application, visa stamping ☐ Collecting time and attendance records at work sites from site supervisors/foreman ☐ Wages card calculations ☐ Labour camp allocation and supervision ☐ Coconducting orientation programs ☐ Managing and recording of sickness absence records ☐ Managing the annual leave process and the personnel records

**C. REVLON Cosmetics, Kochi, India**  
***Sales Officer***

August 2011 – November 2014

- ☐ Sales promotion in retail and wholesale Dealers with good relationships through different campaigns
- ☐ Handling primary and secondary schemes to retailers
- ☐ SKU Wise movement analysis and damage settlements
- ☐ Monthly work planning and analysis with proper marketing calendar
- ☐ Distributor handling
- ☐ Team Work

**D. IBDA Marketing, Kochi**  
***Admin Executive-(Part time)***

April 2011 – November 2014

IBDA Marketing is in the distribution of various brands Faber Castell (School Stationery), Revlon, Park Avenue, Faces Canada, KS Perfumes, Olivia skin care, Happy kids apparels & Accessories

- ☐ Invoicing
- ☐ Co-ordinating supply & payment collection
- ☐ Stock Keeping
- ☐ Claims preparation
- ☐ Payroll calculations
- ☐ Incentive packages
- ☐ Time and attendance keeping
- ☐ office administration

**E. Continental Mercantile Corporation**  
***HR Executive in Mumbai branch and promoted as HR Co-ordinator in Head Office***

Aug 2008- March 2011

- ☐ Communication with clients regarding interview schedules
- ☐ Issuing job description and requirements of clients to branches
- ☐ Controlling & co-ordination of branches in short listing & confirming of candidates for Client Interview
- ☐ Coordinating activities for advertisement regarding Client interview
- ☐ Interview coordination
- ☐ Selection list & preparing reports

**F. Cochin Cadd Centre, Kochi- Software training centre**  
***Business Development Manager***

June 2006 -July 2008

- ☐ Conduct and co-ordinate the presentations and other promotional activities about CAD and animation software in colleges, schools, flats and clubs
- ☐ Coordinating the advertisement and brochure designing
- ☐ Promoting Special Scholarship Programs to target students
- ☐ Co-ordinate Marketing Team Meeting & Developing competitive strategies

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***Languages*** ☐ English-C1 ☐ Malayalam- C2 ☐ Hindi-B1

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***Education***

- Master of Business Administration, 2006, Mahatma Gandhi University, Kottayam, Kerala  
# Human Resource management # Marketing Management
  - Bachelor of Commerce, 2003, University of Calicut, Calicut, Kerala
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***Personal Information***

- ☐ Gender: Male
  - ☐ Nationality: Indian
  - ☐ Passport No: M0236842
  - ☐ Visa Status: Visit Visa
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