



# SHILJO SHAJI

## WAREHOUSE INCHARGE



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shiljovts@gmail.com



AL NAHDA ,DUBAI,UAE

VISA STATUS:- VISITING

### HIGHLIGHT OF SKILLS

- ⊕ Excellent Written & Verbal Communication
- ⊕ Self-motivated and capable of initiating new ideas and self-learning
- ⊕ Team building and leadership skills
- ⊕ Accuracy in the performance and duties assigned by mgmt.
- ⊕ Creativity in thinking
- ⊕ Technical knowledge
- ⊕ Highly Organized & Efficient
- ⊕ Ability to Work Independent or as Part of Team
- ⊕ Taking initiative for performing any specific task
- ⊕ Time Management and Punctuality

### CAREER OBJECTIVE

Seeking for a management position in Logistics or Operations, in a diverse and challenging organization that will allow me to use my experience and knowledge. Seeking a warehouse position with an opportunity for growth and career advancement.

### WORK EXPERIENCE

#### ⊕ WAREHOUSE INCHARGE (2021 to 2022)

**Nikkou Logistics (AMAZON) Kanahangad, Kerala, India.**

Worked as a Warehouse Incharge

for one and half year in Nikkou Logistics (01-06-2021 to 01-12-2022)

#### ⊕ SUPERVISOR (2019 to 2021)

**South Zone Apparels, Bangalore, Karnataka, India**

Worked as a Supervisor for 1 year and 5 months in South Zone Apparels (01-12-2019 to 30-05-2021)

#### ⊕ CUSTOMER REPRESENTATIVE (2017 to 2019)

**Home Credit India, Bangalore, Karnataka, India**

Worked as a Customer Representative for 2 Years in Home Credit India (09-10-2017 to 09-10-2019)

### JOB PROFILE

- ⊕ Managing on a daily basis, end to end operations.  
Executing inbound and outbound operations, coordinate physical and virtual workflows or flow of orders and materials to ensure products are shipped on time to meet customer delivery promise.
- ⊕ Monitoring performance management of team members.  
Preparing and implementing training and development plan for associates.
- ⊕ Training and support giving to associates to perform Amazon standard operating procedures and utilizing equipment and software.
- ⊕ Hiring labor from various sources, lead meetings, direct and assigning job duties for associates.

- ⊕ Reviewing and analyzes performance metrics to identify areas of opportunity that will drive performance improvement.
- ⊕ Preparing action plans weekly for improve performance metrics or sustain improvement given by Amazon.
- ⊕ Doing cash reconciliation daily basis and submitting to banker.
- ⊕ Prepare and publishing reports on daily and weekly performance metrics to Amazon leadership team.

## EDUCATIONAL QUALIFICATION

- ⊕ **Bachelor of Computer Application (BCA) 2014-17**  
(Don Bosco Arts & Science College, Angadikadavu *under* Kannur University, India)

## IT SKILLS

- ⊕ M.S Office Packages.
- ⊕ Station command center (Amazon logistics software).
- ⊕ Capable of using logistics-based software.

## PERSONAL DETAILS

Date of Birth	: 11/07/1995
Gender	: Male
Nationality	: Indian
Marital Status	: Single
Languages Known	: English, Hindi and Malayalam

## REFERENCES

Reference can be provided on demand

Place: Dubai

SHILJO SHAJI

Date: 12-12-2022