

SIJO JAISON

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SUMMARY

Results-driven logistics professional with over 2 years of experience in managing supply chain operations, transportation, and distribution across multiple industries. Expertise in optimizing logistical processes, reducing costs, and improving operational efficiency. Committed to continuous improvement and driving business growth through innovative logistics strategies.

WORK EXPERIENCE

SENIOR DOCUMENT EXECUTIVE, QUESS CORP LTD

Kozhikode - 18/12/2023-20/5024

- Collect and review KYC documents, including government-issued IDs, proof of address, and other relevant information, to ensure compliance with regulatory standards.
- Assess the risk profile of customers based on their transactions to detect and prevent fraudulent activities.
- Maintain accurate records of KYC documentation and verification activities in accordance with regulatory requirements and company policies.

DISPATCH SUPERVISOR CUM ASSISTANT ACCOUNTANT, ADITHYA CRUSHER

Karnataka - 10/4/2022-25/9/2023

- Coordinate Dispatch activities ensure all dispatch operations run smoothly and efficiently.
- Monitoring and managing inventory levels of raw materials and finished goods.
- Keeping records of production levels, dispatch bill & permits, manage the store layout
- Cross-verify the monthly report at the end of each month.
- Maintain accurate inventory records.
- Utilize transportation permits (e.g., govt. permit, e-waybill) for real-time tracking, data analysis, and reporting to enhance decision-making and operational transparency.
- Handle monthly, quarterly and annual closings.

CREDIT ASSISTANT, SPANDANA SPOORTY FINANCE

Kozhikode - 12/1/2021-21/3/2022

- Responsible for processing credit requests and assisting customers.
- Track overdue accounts and reach out to borrowers who have missed payments.
- Assessing loan application, verifying financial information, and determining eligibility based on the lender's criteria

- Plan, coordinate and monitor the movement of goods from suppliers to customers.
 - Conduct regular stock audits and implement Inventory control system.
 - Supervise warehouse operations, including storage, loading and unloading activities.
 - Prepare and manage shipping documents, including invoices, bills of loading and paperwork.
 - Operate warehouse equipment, including forklifts, pallet jacks, and scanning devices, to safely move and store items.
 - Support the warehouse supervisor with administrative tasks such as data entry, stock counts, and report generation.
 - Assist in the receiving, sorting, and storing of incoming goods and materials, ensuring accurate inventory levels.
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EDUCATION

BACHELOR OF COMMERCE

Sep 2019 - Oct 2022

Capital university

- Specialization in banking and finance.

DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING

2018

g tec computer education

- Relevant in Indian and foreign accounts.

HIGHER SECONDARY EDUCATION

2012-2014

St.geroge higher s school

- commerce stream

SSLC

2012

St.geroge higher school

- commerce stream
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ADDITIONAL INFORMATION

- **Technical Skills:** MS Excel-pivot table ,Tally ERP 9, MS word
- **Languages:** English, Malayalam