

**SAJIL GEORGE****Mob. No. – 0555643799****E-Mail – mark.sajil@gmail.com****OBJECTIVE:**

To obtain a position as an Operations Executive in an organization that will provide me with the opportunity to offer exceptional results across sales, logistics and customer service fields. Extremely focused on elevating company standards, sales goals, and client expectations.

WORK EXPERIENCE:***Stores Supervisor at EUROBLAST ME from April 2021 – Present.***

- Supervising warehouse staff and daily activities.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Create Sales Orders, Delivery Notes, Tax invoices, and making GRNs using **FACTS software**.
- Managing all sales cash and store funds.
- Compare packing lists to company purchase orders and ensure that the shipment in each delivery match the packing list.
- Order supplies and maintain suitable inventory levels.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Maintaining records, reporting relevant information and preparing any necessary documentation.
- Ensuring basic maintenance standards and compliance with health and safety regulations.
- Performing a daily inspection of the warehouse grounds.
- Coordinating and maintaining fleets and equipment.
- Managing, evaluating, and reporting on warehouse productivity.
- Communicating and coordinating with other departments and customers.
- Supervision of loading, unloading in warehouses and its premises.
- Negotiate rates and arrange transport, Forklift, cranes, whenever required.

Back Office Executive at Pragati Graphics Pvt. Ltd. from Nov 2019 - Feb 2021

- Planned meetings by developing schedules, establishing contacts, and coordinating mailing lists.
- Planning, scheduling, and arranging the deliveries according to the delivery dates.
- Maintaining all records and reports.
- Create proposals and contracts that accurately reflect the services requested. This includes word processing, creative writing, costing, and research.
- Built relationships with customers and community to establish long-term business growth.
- Communicating with upper management to develop strategic operations goals.
- Monitoring operational performance of both internal and external service providers.
- Receiving and responding to approvals and notifications.
- Monitoring performance metrics.
- Cultivated and maintained a coalition with key partners and vendors.
- Delivered recommendations to long-term accounts to promote brand awareness to key audiences.

Logistics / Sales / Operations Coordinator at Movar Logistics Pvt. Ltd. from Nov 2016 – Sept 2019

- Input new sales inquiries into the company's database and update program files in the database as needed.
- Providing sales and administrative support through various office duties such as answering the phone, making calls to vendors, managing calendars, scheduling site visits, etc.
- Arranging cold-calling and providing leads to sales team.
- Maintaining effective communication with manager and their clients to uphold existing relationships while helping to create and build new client relationships.
- Preparing monthly, weekly, or daily sales analysis as instructed by the Sales Manager.
- Providing sales offers to customers and assisting them after for all queries.
- Checked pricing, scanned items, applied discounts and printed receipts to ring up customers.
- Offered each customer top-notch, personal service to boost sales and customer satisfaction.
- Delivered clerical support by handling range of routine requirements.
- Answered incoming telephone calls, took down messages, provided information, and transferred calls to correct departments and personnel.
- Interacted with customers by phone, email, or in-person to provide information.

CORE COMPETENCIES

Adaptability	Innovative
Problem Solving	Technology Expertise
Customer Service	Reporting Skills
Teamwork	Active Listening

EDUCATIONAL BACKGROUND:

- Bachelor of Business Administration from IPS Academy (First Class)
- Passed XII from Angel Hearts Academy (Year 2014), M.P., Indore under MP board with 62%
- Passed X from St. Paul Higher Secondary School (Year 2011), M.P., Indore under C.B.S.E. board with 68%

COMPUTER PROFICIENCY:

Good Knowledge of FACTS, MS Word, Excel, PowerPoint.

PERSONAL STRENGTHS:

- Logical thinking and Cheerful outlook
- Effective communicative skill
- Maintaining good interpersonal relationship and active involvement in any sort of groups.

PERSONAL DETAILS:

Date of Birth:	16th September 1994
Languages Known:	English, Hindi and Malayalam
Address:	1206, Delta Tower, AL Nahda Sharjah (UAE)
Nationality:	Indian
Passport Number:	N6538087