



ABY GEORGE

CONTACT

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- abygeorge111@gmail.com
- Idukki, Kerala, India

ACADEMIC CREDENTIALS

BACHELOR OF COMMERCE | 2015 |

- MG University

HIGHER SECONDARY (Commerce) | 2011 |

- Board of Higher Secondary Examination

SSLC | 2009 |

- Board of Public Examination

PERSONAL STRENGTHS

- COMMUNICATION** – Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- MANAGEMENT**- Management skills to direct others and review others performance.

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS



EMPLOYMENT CHRONICLE

DEPARTMENT MANAGER | Mar 2020 – Dec 2021

RELIANCE TRENDS (RELIANCE RETAIL LTD)

KEY RESPONSIBILITIES

- Build relationships with customers through follow-up of services
- Monitoring and evaluating staff performance.
- Managing a departmental budget and forecasting budgetary requirements.
- Setting strategic long and short-term departmental goals and evaluating outcomes.
- Motivating and inspiring staff and facilitating personal growth.
- Ensuring high levels of productivity are maintained.
- Ensuring the highest levels of quality are met.
- Communicating job expectations to staff.
- Conducting training and seminars for continued skills improvement.
- Fostering a productive working environment.
- Ensuring adherence to company and industry regulations.

INVENTORY MANAGER | Aug 2018 – Jan 2020

FUTURE LIFESTYLE FASHIONS LIMITED

KEY RESPONSIBILITIES

- Design and implement an inventory tracking system to optimize inventory control procedures.
- Examine the levels of supplies and raw material to determine shortages.
- Document daily deliveries and shipments to update inventory.
- Prepare detailed reports on inventory operations, stock levels, and adjustments.
- Evaluate new inventory to ensure it's ready for shipment.
- Perform daily analysis to predict potential inventory problems.
- Order new supplies to avoid inefficiencies or excessive surplus.
- Analyse different suppliers to obtain the best cost-effective deals.

COMPUTER PROFICIENCY

SAP	★ ★ ★ ★ ★
Fiori (SAP)	★ ★ ★ ★ ★
MS Excel	★ ★ ★ ★ ★
MS Word	★ ★ ★ ★
MS Power Point	★ ★ ★ ★

LANGUAGES KNOWN

English	<div style="width: 90%;"></div>	90 %
Hindi	<div style="width: 85%;"></div>	85 %
Malayalam	<div style="width: 100%;"></div>	100 %

INTERESTS



Football



Travelling



Driving

DRIVING LICENCE

- Holder of valid Indian Heavy driving Licence
DL No : 38/908/2012
Class of Vehicle: M/c with gr,
LMV, HPMV, HGMV, 3-Wheeler

REFERENCE

- ARUN KUNJACHAN**
Cluster Manager
TST – Reliance Retail Ltd.
Mob: +91 9495968555
+91 6238500677
- ANEESH JOY**
Warehouse manager
Future Group
Mob: +91 9400916684

JC SCM ASSISTANT | Sept 2017 – Jul 2018

RELIANCE JIO INFOCOMM LTD

QUESS CORP LIMITED (FORMERLY IKYA HUMAN CAPITAL SOLUTIONS)

KEY RESPONSIBILITIES

- Assist logistics process for the development of new products, inventory maintenance, manufacturing, shipment and delivery, and returns on products.
- Keep detailed records, generate reports, and develop presentations to help management understand the logistics perspective.
- Build relationships within the company and with external parties, such as suppliers or distributors.
- Read and comprehend legal documents, such as contracts or import/export agreements.

WAREHOUSE ASSISTANT | May 2014 – Sept 2017

FUTURE LIFESTYLE FASHIONS LIMITED

KEY RESPONSIBILITIES

- Responsible for monitoring material inward/outward in the warehouse.
- Ensuring /preparing the Inward/Outward documents.
- Responsible for all logistic issues related to dispatches & receipts.
- Ensure that the materials that are moving out or coming in should be in proper condition without any breakage.
- Maintenance of safety guidelines while handling the job in a warehouse.
- Receiving and checking deliveries to ensure that the correct amount and type of stock is delivered.
- Signing delivery notes upon receipt of shipments.
- Preparing our clients' orders by gathering and loading stock.
- Ensuring that the facility remains clean, sanitary, and well-organized.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 07-07-1993
Nationality	: Indian
Marital Status	: Single

PASSPORT DETAILS

Passport No	: R 0954641
Date of Expiry	: 08-06-2027
Place of Issue	: Cochin

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

ABY GEORGE