



## JOSEPH K J

### CONTACT

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### PERSONAL DETAILS

Date of Birth: 09/01/1999

Nationality: INDIAN

Marital Status: Single

Visa Status: Visit Visa

Valid Till: 09/01/2022

### LANGUAGES

**English**

*Full Professional  
Proficiency*

**Hindi**

*Full Professional  
Proficiency*

**Malayalam**

*Native or Bilingual  
Proficiency*



### PROFESSIONAL OVERVIEW

Committed and a reliable PGDM graduate with 1 Year and 3 months of experience in a warehouse as **Operations Executive**. Track record for completing tasks quickly and efficiently without compromising accuracy, Knowledgeable in Planning, Picking and Packing of merchandise, scanning system tags and utilizing various computerized programs.

### WORK EXPERIENCE

**Operations Executive**

Flipkart FC Pvt Ltd, Bangalore, India.

*March 2020 – June 2021*

- Handling team of OFF Role Employees, preparing D-2 FC metrics reports and MIS Reports, preferably work on to meet the KRA's.
- Tracking Operation productivity, Performance and KPI. Corrective and Preventive action plan for Productivity loss & breach.
- Streamlining daily operations with the available resource. Manage workforce absenteeism, Rosters.
- Department wise attainment reports, weekly training plans, Workforce management like AMS Adherence Report.

### CORE COMPETENCIES / SKILL HIGHLIGHTS

- ❖ Able to juggle multiple responsibilities at same time.
- ❖ Stake holder Management
- ❖ Inventory Management
- ❖ Time Management.
- ❖ Willingness to learn.
- ❖ Hard Working and Responsible.
- ❖ Order Fulfillment and follow TAT.
- ❖ Workplace safety protocol.
- ❖ Firm determined and Goal oriented.
- ❖ Manpower Planning
- ❖ Planning Department
- ❖ Supply Chain Operations
- ❖ Problem Solving ability
- ❖ 5S and workplace Cleanliness
- ❖ Good Communication
- ❖ Team Leadership and Team Player

### ROLES & RESPONSIBILITIES

- Communicate with the higher management to prepare a strategy for operations to run efficiently.
- Developing strategic long-range plans to achieve strategic objectives.
- The most important tasks are to provide a peaceful work environment which is favorable for high work productivity, do not over pressure the employees.
- Monitor every performance metrics, should receive, and respond to approvals and notifications on a regular basis.
- Interpretation of data and analytics and report generation.

## **HOBBIES**

Photography  
Travelling  
Listening to Music

## **TECHNICAL SKILLS**

- Microsoft Office
- MS Excel
- SAP
- Management Information System - **MIS**
- Warehouse Management System

## **EDUCATIONAL STATUS**

### **POST-GRADUATION DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT (2019-2020)**

*SCM Hub International Business School, Kerala, India.*

### **BACHELOR OF BUSINESS ADMINISTRATION (2016-2019)**

*Saintgits College of Applied Sciences, Kerala, India.*

## **COURSES & CERTIFICATES**

### **Post-Graduation Diploma in Logistics and Supply Chain Management**

*University of Petroleum and Energy Studies, India- Mar 2020*

### **Distribution and Logistics Management**

*University of Dubai- Feb 2020*

### **Microsoft Office Specialist Master**

*Microsoft- Dec 2019*

### **SAP Material Management**

*EME- Mar 2020*

## **AWARDS & ACHIEVEMENTS**

- ❖ **Best Employee of the Month (2020)**
  - *Flipkart FC Pvt Ltd, Bangalore, India.*
- ❖ **Best Photographer in FC (2021)**
  - *Flipkart FC Pvt Ltd, Bangalore, India.*

## **DECLARATION**

I hereby declare that the above-mentioned details are true and correct to the best of my knowledge and belief.

Place: Dubai, UAE

**JOSEPH K J**