



JOSEPH K J

CONTACT

Phone:

+971525707817

Location:

Capital Building,
Bur Dubai, Dubai,
United Arab Emirates.

Email:

josephkj258@gmail.com



linkedin.com/in/josephkj-
12345jo

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