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**SHAJI**

[**SHAJI.310433@2freemail.com**](mailto:SHAJI.310433@2freemail.com)

**JOB OBJECTIVE**

Seeking assignments in Logistics, Warehouse Management, Store Management & Administration with an organisation of repute preferably anywhere in UAE

**CAREER SUMMARY**

* A results driven, self-motivated and resourceful logistics manager who is also a practical hands on operator possesses rich experience of 7 Years and 5 months.
* Ability in refining transport systems to improve efficiency and increase profit.
* Extensive practical knowledge of distribution of products.
* Proficient in all aspects relating to management and regulatory and statutory compliance.
* Ability in improving the existing relation of organization and client

**EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPANY NAME** | **DURATION** | **POSITION** | **TOTAL EXPERIENCE** |
| Family Computers, Kozencherry, Kerala | October 2009 – February 2016 | Administrative and Warehouse Manager(Logistics And Operations) | 6 Years and 4Months |
| Aircool Makers,Indore | March 2016-April 2017 | Depot Co-ordinator | 1 Year and 1 Month |

**RESPONSIBILITIES**

* Managing Office and Administration
* Created a recording and reporting system
* Training Warehouse Employees
* Production scheduling and completion
* Supervising day to day operations
* Manage the training and development of new Employees.
* Performing the assigned job according to the profile
* Preparing Necessary Documents, Road permits for Logistics handling.

**KEY SKILLS**

* Performing as a liaison with suppliers and customers.
* Identifying and analyzing logistic problems.
* Implementing and developing new solutions on logistics issues.
* Planning customer logistic operations.
* Preparing operation budget for approval.
* Managing and maintaining good relationships with all current partners.
* Determining customer's needs and providing accurate logistic resources.
* Handling supply of logistic related record.
* Providing assistance in implementation of logistic system.
* Maintaining update knowledge of logistic related issues.
* Conducting survey in terms of logistics and customs.
* Coordinating and supervising logistics activities.
* Analysing trend of network and implementing necessary changes as required.

**EDUCATION**

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| --- | --- | --- | --- |
| **S NO.** | **COURSE** | **UNIVERSITY** | **YEAR OF PASSING** |
|  | BBA | Mahatma Gandhi University | 2009 |
|  | MBA in HR | Assam Down Town University | 2015 |

**UAE BACKGROUND**

* Completed High School Studies in Dubai and Sharjah till 10th Grade in New Indian Model School Dubai and Sharjah
* Completed Company Project Working Capital,Its Maintenance and Factors influencing it( June 2008) in Henkel Polybit in UAE

**SEMINARS AND CONFERENCES**

Conducted 2 Seminars on Top 10 Companies in India in MES College,Erumely,Kerala(2007-2008)

**PERSONAL DETAILS**

Date of Birth: 25th July 1985

Languages Known: English, Hindi and Malayalam

Nationality: Indian

Marital Status: Married

Visa Status: Visit Visa (Expiring on 20th Sept 2017)

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