**JOJIMON**

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**ACCOMPLISHED LOGISTICS & SUPPLY CHAIN OPERATIONS PROFESSIONAL**

Nearly 14 years’ rich, cross-cultural experience in end-to-end Supply Chain Operations, including Logistics, Transportation, Inventory and Warehouse Operations, of leading IT, Manufacturing & Service based companies.

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| **Core Competencies**   * Logistics, Fleet Management * Inward & Outward Transportation * Warehousing * Inventory Management * Manpower Planning * Demand Planning & Forecasting * Shipping & Freight Management * 3PL & 4PL * Sea & Air Freight Documentation * Materials Management * Material Receipt, Stocking, Checking * Stock Updation (G.R.N & Material Issues), Monthly Stock Reconciliation * Inventory / FIFO Control * Reverse Logistics * Process Improvement through 5S * Quality Control * HSE Management   **Academic Details**   * Pursuing **MBA (Supply Chain Management & Logistics)** from ICFAI University * **Masters in Arts (Economics)** from M.G University, Kottayam, Kerala, India * **Bachelors in Arts (Economics)** from M.G University, Kottayam, Kerala, India * **Post Graduate Diploma in Computer Applications** from Indian Computer Education Society, Cochin and Chavara Computer Centre, Vazhathope, Idukki * **Certificate in Hardware Maintenance and Networking** from Chavara Cultural Centre, Kochi, Kerala   **Training Attended**   * Soft Skills Training on Customer Care/Handling |  | **Profile Summary**   * Highly skilled in developing **Logistics, Transportation** solutions that contributed to top-line & bottom-line objectives and led to significant improvement in overall business results * Expertise in managing **inventory, warehousing** within deadlines, ensuring safe delivery of materials and in enhancing warehouse / store efficiency * Drove the development and cultivation of positive business relationships with the company’s **logistics** customers and vendors; directed pricing and performance reviews to identify service and revenue improvement opportunities and manage costs * **Headed** **warehouse** team & obtained timely delivery of materials at favorable terms to ensure smooth **warehouse operations** * Strong exposure in administering entire **manpower planning**, materials function (including raw material, W.I.P & finished goods), curtailing inventory-holding expenses and adhering to minimum inventory level to minimize wastage * Greatly enhanced efficiency by documenting Standard Operating Procedures (SOPs) related to International ocean and air freight processes/ **transportation**, centralizing information, and highlighting best practices across multiple divisions/regions * Dynamic & self-starter with strong will to win; possess strong planning, communication, analytical & problem solving skills; sensitive to the cultural dynamics of countries across the globe   **Work Experience**  **Since Jan’15 – Till Date: Ensure (Redington) Services NIG Ltd., Lagos/Ikeja and Abuja as Assistant Manager – Warehouse, Vendor Management, Purchase, Inventory, Logistics and Dispatches**  *Authorized Service Provider for HP, Samsung, Sony, Acer, Asus, Dell, Lenovo, IBM, Canon, Apple & Toshiba*  **Responsibilities**:   * Implementing logistics strategy, annual plans and budgets; facilitating effective distribution of goods & at the lowest possible cost from branches in Ikeja and Abuja * Administering day-to-day operations of 12000 Sq Ft. warehouse; keeping track of stock movements (inbound & outbound) of products in terms of product code, batch, quality & quantity * Managing purchase process of various computer parts for entire Nigeria; holding techno-commercial discussions with suppliers and finalising the order of materials; ensuring timely delivery of materials to all sites * Tracking stock movements (fast moving, slow moving & non-moving stock); inspecting materials to track damage; arranging reverse pick-up from customers’ site to warehouse for defective materials * Balancing supply with demand, considering lead time and demand variability; rebalancing excess inventory between manufacturing units |

* Reduced freight cost by 90% by closely monitoring each and every invoice submitted by vendors, negotiation, taking quotes from different vendors, regular communication with vendors, on time payment and maintaining good relation with vendors.
* Designed inventory reconciliation process which reduced inventory level to below 50% in Jan 2015 and the same was regularized to 99.6% within the financial year
* used to make purchase order every week and the approximate value was 4450 $
* Reduced transportation costs by finalising contracts with primary carriers that resulted in reduced freight costs on domestic and international shipping routes

**Significant Accomplishments:**

* Achieved 100% accuracy in inventory and decreased inventory from 960000 $ to 126000 $ Million, through effective inventory control and closely monitoring & reducing stock of slow-moving items & holding stock
* Played a key role in clearance of old pending inventory issues accumulated over the past 5 years
* Won Performance Award in year 2015-2016 for showcasing outstanding performance
* Monitored warehouse size was 12000 sqft. & led a team of 6 Local employees (Nigerians) and 1 Indian; saved an average of 10000 to 15000 $ per month

**May’10 – May’14: KGM Industries (NIG) Limited,** **Nigeria as Store Manager- Warehouse, Inventory, Logistics and Dispatches**

*Leading manufacturer of plastic products, producing Plastic Chairs, Tables and all the Household items*

**Significant Accomplishments:**

* Controlled complete inventory & dispatch of finished goods; developed new transporters, maintained stock accuracy and stock of plastic raw materials in warehouse
* Ensured smooth movement of stock / raw materials from the store by taking control measures, like, FIFO.
* Successfully developed and implemented 5c, space allocation, concentrating on inventory ageing, high value stock consumption, returning parts back to central ware house within the time line.
* Created an inventory forecasting tool which eliminated stock-outs on most critical items.
* Local transportation contracts made with local transportes.
* Played a very good role in production planning based on the customer requirements.
* Achieved 100% inventory accuracy.

**Apr’08 – May’10: DHL-LEMUIR Logistics Pvt. Ltd., IRH Warehouse, Chennai as Senior Executive – Inventory & Warehouse Management**

*Global market leader in international express, overland transport and air freight and world's number 1 in ocean freight and contract logistics. DHL offers customized solutions in express document shipping to supply chain management.*

**Significant Accomplishments:**

* Promptly resolved inventory related queries by collaborating with DELL
* Ensured timely ordering of parts by using E-log and kept complete control over stock
* Performed stock audits and maintained nil variance
* Extended net payment terms with the supplier base by an average of 7 days, 15 to 30 days time
* Independently performed stock audits
* Managed overall Logistics operations across entire Kerala region
* Prepared store records and documentation; supervised stores activities (GRN to issues of materials for production)

**Previous Work Experience**

**Mar’07 – Apr’08: IBM India Pvt. Ltd., Coimbatore City, Kerala as Logistics In-charge**

**Dec’02 – Mar’07: Redington India Limited, Trivandrum, Kerala as Coordinator – Customer Support / Logistics Executive/ Accounts Assistant**

**Jan’01 – Jul’01: Social Service Organization (CIMR), Trivandrum as Computer Operator/ Supervisor**

**Academic Projects**

Title: Hospital Management System

Platform: FoxPro

Operating System: Windows 98

**Personal Details**

Date of Birth: 13th November 1976

Nationality: Indian

Languages Known: English, Hindi, Malayalam, Tamil

Marital Status: Married

No. of dependants: 5

Visa status: Re-entry visa to Nigeria is valid until Dec’16

Driving licence: 2 wheeler & 4 wheeler licence from India