**Joji**

[**Joji.370090@2freemail.com**](mailto:Joji.370090@2freemail.com)



# Objective

**Seeking a management position with leadership responsibilities including problem solving, planning, organizing and managing budgets. A post that offers censorship and encourages further studies is my optimal goal. The career I seek will ask for a person who has lean, quality assurance, and/or systems integration skills. Motivated and personable professional with proven talent for quickly mastering technology. Diplomatic and tactful with professionals and non-professionals at all levels. Demonstrated history of producing accurate and timely projects by meeting stringent guidelines or requirements.Flexible and versatile - able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building and leading skills.**

# EMPLOYMENT –experience

**BRANCH MANAGER (ABUDHABI) : OVERSEAS COURIER SERVICE - 2010-2017**

* **New sales lead and overall business growth strategies**
* **Deploy all couriers to meet the needs of our clients efficiently and to a high service level.**
* **Create a safe working environment for employees by putting in place safety measures to prevent accident and complications that may arise during work. Also provide safety gear to employees for protection in the event of accidents**
* **Supervise activities of workers to ensure that they are hands-on in order to promote hard-work, which is needed for successful deliveries and completion of production tasks to meet clients’ demands and deadlines**
* **Inspect goods to be delivered to ensure that they are in the right quantity and quality. Supervise the loading of such goods into vehicles for delivery**
* **Assist in the day to day operation of the department and complete all administrative jobs from the day shift.Assist Management in the induction and training of new couriers.**
* **Monitor the work schedules within the department.**
* **Process paperwork accurately and efficiently in line with departmental policy and set procedures.**
* **Ensure all duties are carried out in line with the Courier Procedure Manual and to assist in the maintenance and updating of this manual.**
* **Evaluate transportation cost and other expenses and verify that they are not more thanthe Amount charged to clients, to ensure that a positive account balance is left at the end ofevery transaction**
* **Debts recovery within the frame work with good result.**

## **Operation INCHARGE (abudhabi): ARAMEX INT’L COURIER SERVICE – 1997-2010**

* **Bulk Operation which includes handling of international & domestic bulk shipments.**
* **Mailroom Operation Supervisor for Emirates Bank International.**
* **Credit Card Dispatcher for Standard Chartered Bank, National Bank of Dubai, National Bank of AUH, Citibank, and Emirates Bank.**
* **Customer Account Executive for corporates**
* **Retail outlet executive handling front office customers**
* **Customer relationship manager ; queries, complains, & developing new business**

**SUPERVISOR (DUBAI) : Al QANASAER FLOUR MILL, DUBAI - 1994-1997**

* **Purchasing goods, Pricing of foodstuff and planning.**
* **In-charge of stock report and maintaining the ledger.**
* **Handling cash, payroll and sales.**
* **In charge of over all business development.**
* **Maintaining business ties with the customers**

**RECEPTIONIST CUM CASHIER(MUMBAI) : HOTEL PRESIDENT – 1991-1993**

* **Maintained cash flow and in charge of the monthly payroll.**
* **Supervised the front office, restaurant cleanliness and interiors.**
* **In charge of cash reconciliation**

# **Education**

* **Bachelor of Management Studies, ISBM ,Mumbai,India2013 - 2016**
* **Diploma in Business Development , ISBM, Mumbai,India 2011 – 2013**
* **Secondary School - LOURDES ENGLISH HIGH SCHOOL, Mumbai, India. 1985 – 1986**

# **Courses**

* **Spoken Arabic Course from Galaxy Computer, AUH, UAE.**
* **Executive Training Course from Galaxy Computer, AUH, UAE.**
* **Training in Safe Driving Course, Dubai, UAE.**
* **Training in Draughtsman Course, Bombay, India.**
* **Completed the Training in Import / Export Course, Bombay, India**

# **Skills & Abilities**

* **MS Word, MS Access, MS PowerPoint, MS Excel, Microsoft Windows, Word Perfect, Lotus, Dbase, Internet, Email.**
* **Fluent in English, Arabic, Hindi, Marathi & Malayalam.**
* **Valid UAE Driving license in hand**

**04TH JULY,2017**

**Dear Sir,**

**With the enclosed resume, I would like to express my sincere interest for a suitable post of Logistics In charge/ Manager in your esteem organization. As a highly skilled and successful professional a very good experiencein coordinating transportation, inventories, materials, and operations for various companies while ensuring compliance with regulations and guidelines, I possess expertise and experience that will allow me to immediately contribute toward the success of your company.**

**My extensive skill set lies in successfully developing and implementing strategic processes; overseeing supplies, procurement, and resource allocation; and leading top-performing teams to maximize productivity, efficiency, and overall performance. Through my experience, I have become adept in ensuring adherence to organizational goals and requirements while facilitating streamlined logistical operations.**

**My proven ability to optimize logistical operations and team success, along with my solid skills in communication and problem solving, will contribute immensely to the success of your esteem organization. Thank you for your consideration; I look forward to speaking with you soon.**