

JOBIN P JOSEPH

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h 9809558833

a Kottayam



EDUCATION

- MSc Electronics – Mahatma Gandhi University, Kerala (2012).
- BSc Electronics – Mahatma Gandhi University, Kerala (2010).

PROFESSIONAL SUMMARY

Profile Summary.

- Over 5+ years of experience in IT industry, especially in the fields Web Development using core php and in OpenCart framework, also have around **4 years of experience** as **Logistics Supervisor**.
- Worked as **Logistics Co-Ordinator in Jebel Ali Free zone U.A.E** from May 2023 to March 2024.
- Proficient in Development and Integration.
- Excels at multi-tasking in a fast-paced environment & timely completion of projects.
- Comprehensive problem-solving abilities, ability to deal with people diplomatically.

Work Experience:

1. Tata Consultancy Services, Chennai- Worked as Operation Executive and conducted online exams for banks, also conducted Engineering and Medical online entrance exams – Jan-2012 to Dec-2014
2. SBSOL Digital Solutions, Ernakulam (E-Commerce Company) – Worked as PHP web developer from June 2015 to April 2020.
3. **Ecom Express Limited (Logistic Company):** Worked as Operations Supervisor in Ecom Express from September 2021 till February 2023.
4. **CNS Logistics LLC Jebel Ali:** Worked as Logistics Co-Ordinator in CNS logistics from May 2023 to May 2024.
5. **Right logistics (Logistic Company):** Worked as Operations Supervisor in Ecom Express from August 2024 till June 2025.

Communication:

- Excellent written and verbal communication skills
- Confident, articulate, and professional speaking abilities (and experience)

Personal Details:

- Date Of birth : 09 March 1988
- Nationality : India

EDUCATION IN LOGISTICS

Diploma In Logistics And Supply Chain Management – STED

Council and JAIN University (Passed in 2022)

SOFTWARE SKILLS

- Basic knowledge in Tally & SAP.
- M S OFFICE Especially in Excel.

LANGUAGE SKILLS

- English
- Malayalam
- Hindi
- Tamil

Education In Logistics Industry

Diploma In Logistics And Supply Chain Management

This is a 6 months duration program which covers various areas of Supply chain management and Logistics Industry. It also gave training in SAP and Tally. This course was approved by JAIN University in India and STED council. Passed the course with A+ Grade.

The Topics covered in this course are:

1. Logistics Management
2. Warehouse And Inventory Management
3. Transportation And Shipping Operations
4. Supply Chain Management
5. Business Management
6. Procurement And Cargo Management
7. Import / export and International Trade
8. Tally, SAP Training and MS Office.

Ecom Express Limited:

Ecom Express is a leading end-to-end technology enabled logistics solutions provider with a focus on speed, safe and reliable express delivery services to e-commerce industry. Worked as operations supervisor in Ecom Express From 20-Feb-2021 to 15-Feb-2023.

Roles and Responsibilities:

- Responsible for company logistics by managing inventory, storage, and transportation.
- Documentation of cargo movement in/out of warehouse for import, export as per customer requirements.
- Ensured logistics coordination through the safe and timely pick-up of delivery.
Assisted with logistics management by handling order shipment and answering customer queries.
- Recruited, hired, trained, and scheduled logistics staff.
- Resolved shipment and inventory issues.
- Tracked final product shipments, costs, and timelines according to requirements.
- Optimized procedures with logistics IT.
- Coordinated and monitored operations within the Hub.
- Visualized and facilitated logistics of the warehouse, transportation, and customer service.
- Prepared accurate reports according to the expectations of upper management

Logistics Coordinator – CNS Logistics LLC – Jebel Ali

CNS LOGISTICS LLC, Jebel Ali Freezone, Dubai (May 2023 to May 2024):- Worked as logistics coordinator in CNS LOGISTICS LLC, Jebel Ali Freezone and performed the below tasks.

Roles and Responsibilities

- Documentation of cargo movement in/out of warehouse for import, export and internal transfer as per customer requirements.
- Processing free zone internal transfer, import, export and land transport documents.
- Responsible for coordinating with documentation team for passing free zone import, export & re-export documents.
- Schedules on upcoming shipments, liaise with warehouse to initiate scheduled shipments & alert on upcoming shipments.
- Coordinate with transportation department and outsource vehicle from other transporters if not available, and keep tracking of each shipment.
- Good knowledge about JAFZA procedures and required documentation.
- Coordinates with customers and provide stock information.
- Take stock inventory monthly and updates accounts department.
- Assisted with logistics management by handling order shipment and answering customer queries.
- Coordinated with Import/export team for import and export tasks.

RIGHT LOGISTICS :- Worked as logistics coordinator in RIGHT LOGISTICS LLC, Kochi and performed the below tasks.

Roles and Responsibilities

- Documentation of cargo movement in/out of warehouse for import, export and internal transfer as per customer requirements.
- Responsible for coordinating with documentation team for passing free zone import, export & re-export documents.
- Schedules on upcoming shipments, liaise with warehouse to initiate scheduled shipments & alert on upcoming shipments.
- Coordinates with customers and provide stock information.
- Take stock inventory monthly and updates accounts department.

- Assisted with logistics management by handling order shipment and answering customer queries.
- Coordinated with Import/export team for import and export tasks.

References: Upon Request

Salary: Based on industry standards, negotiable

Declaration: I hereby declare that the information furnished above is true to the best of my knowledge