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**PRAJOTH PARAMEL JOTHIBOSE**

**CAREER OBJECTIVE**

To learn interactive and intuitive Methodology and Managerial Skills and effectively handle the pressure of a fast moving and ever changing environment and also get practical objective experience. To enhance my skills and abilities in a more competitive environment.

**WORK EXPERIENCE**

March 2013 – Present

***Warehouse in Charge***

***CSS Logistics***

***Major Tasks:***

* Overall Supervision of all operations and functions of Store / Warehouse (including material Receipts, Storage and Issue).
* Planning, coordinating and monitoring the receipts, order assembly and dispatch of goods.
* Preparation of Goods Receipt Note through (FINS) Material Management Software.
* Managing inventory.
* Familiar and executing traceability exercise for finished goods to control downstream traceability.
* Handling Supervision of other stores
* Handling inventory management in a computerized environment, Stock recon-monthly & periodically.
* Analysis for the proper inventory control, maintaining the par stock as per consumption to avoid the stock out position.
* Keeping stock control systems up to date and making sure inventories are accurate.
* Having a clear understanding of the company's policies and vision and how the warehouse contributes to meet the standards.
* Monthly & random stock count for recording &reconciling stock figures.
* Producing regular reports and statistics on a weekly and monthly basis.
* Responsible for completion and prompt submission of all related paperwork and the provision of other information as requested.
* Able to deal effectively and efficiently with queries and correspondence.
* Preparation of monthly consumption report to finance controller& assist in other duties as reasonably requested by him.
* Overseeing the planned maintenance of vehicles, machinery involves in warehouse operation.
* Coordinating with operational people that involved teamwork to achieve required targets.
* Brief and assist suppliers if required.

Supply Chain

* Supervise store checkers in order to create & control daily loading sheet of supply chain vehicles according to their requirements & ensure accuracy in all paperwork and delivery quantities.
* Planning future capacity requirements.

Quality& Hygiene

* Responsible for the safekeeping of company property and make sure that hygiene is maintained throughout the warehouse.
* Using space and mechanical handling equipment efficiently and making sure quality targets and environmental objectives are met.
* Coordinate with quality controller to carry quality checks for material receive & Issue orders.

Safety

* Supervise loading and unloading distribution vehicles in a safety manner.
* Maintaining standards of health and safety, hygiene and security in the work environment, for example, ensuring that stock such as chemicals and food are stored safely.
* Aware and make sure to implement in warehouse & follow all safety guidelines.

Team Management & Development

* Develop productive working relationships within colleagues.
* Communicate effectively with colleagues, managers & other & department staff.
* Organizing recruitment and training of staff, as well as monitoring staff performance and progress.
* Motivating, organizing and encouraging teamwork within the workforce to ensure productivity targets are met or exceeded.

1st April 2012 till 10.01.2013

**Junior Supervisor**

**Visskan Aviation Pvt Ltd, Tamilnadu India*,***

***Major Tasks:***

* Arranging the baggage array of Indigo Airways
* To make sure the baggage’s have proper tags after checking
* Control and direct the loading labours
* Schedule the shift timing for labours

**ACADEMIC QUALIFICATIONS**

* BBA (Bachelors of business administration) from Jaipur university
* IATA Dangerous Goods Regulations-Initial.
* IATA Cargo Introductory Course.
* Plus two from Kerala Higher secondary Board, India.
* SSLC from Kerala Board of Secondary Education

**PROFESSIONAL DEVELOPMENT**

*TECHNICAL STUDIES*

* IATA Dangerous Goods Regulations-Initial.
* IATA Cargo Introductory Course.

**ADDITIONAL SKILLS**

* Computer Literate (Inventory Management Systems(I PACK), Microsoft Word, Excel, PowerPoint, Outlook)
* Fluent in English, Malayalam, Tamil, Hindi.

**PERSONAL INFORMATION**

D.O.B: 4th February, 1993

Nationality: Indian

Passport #: K 2835483

Contact number: +971 508892668

Email Address: [bossprajoth@gmail.com](mailto:bossprajoth@gmail.com)

Current Address: Dubai, United Arab Emirates

**REFERENCES**

Available upon request