

**GEORGE JOSEPH**

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**Position Applied for : Office Admin/ Warehouse Supervisor /Operations Executive**

**Career Objective**

Seeking employment in a dynamic, goal-driven company in need of agile, versatile, goal-driven employee, who is willing to put time, effort, and hardworking experience into the job. With my experience, I will be able to fulfill the role that will be assigned to me with high efficiency. Excellent communication skills, outstanding work ethics and the ability to work equally well in both team-oriented and self-directed environment.

**Job Responsibilities**

- Effective leader and problem-solver dedicated to streamlining operations to decrease costs and promote organizational efficiency
- Delivered outstanding service to clients to maintain and extend relationships to improve and maintain the company's brand of service
- Participate in recruiting and interviewing process of team members
- Managing a large team of staff comprising recruitment, budgeting, HR & technology to achieve business targets
- Establishing robust workflow for all departments in command to enhance work process and efficiency

**Assets**

- Sincere and hard working
- Willing to work under pressure
- Ability to operate effectively in a multinational, multicultural work environment

**Professional Strength**

- Over 17 years of extensive and qualitative experience
- Efficient in Analyzing, Comparing and interpreting facts and figures quickly
- Energetic and capable of working independently
- Self-motivated and hardworking with zeal for professional progress and career advancement through determination and dedication
- Reliable personally and ever helping attitude

## Work Experience

- **Administration Manager** 2012 to 2020  
**C TECH EXPORTS & IMPORTS (P) LTD**  
Cochin, India
- **Operations Manager** 2009 to 2011  
**RKC INFOTECH**  
Cochin, India  
US based IT/software company
- **Admin Manager** 2003 to 2008  
**TIME COMPUTER NETWORKING**  
A computer networking school

## Educational Qualification

- Pre-degree from St. Aloysius College, Edathua

## Additional Qualification

- Computer skills like MS Office, Internet & email applications

## Personal Information

- Nationality : Indian
- Date of Birth : 1972
- Marital Status : Married
- Visa Status : Visit Visa
- Languages known : English, Hindi, & Malayalam

## References

- Available upon request