



Name: Jewel Jose

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Date of birth:

05/07/1989

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Passport Details:

Passport No: T8864760
Place of issue: Cochin
Date of issue: 26/08/2019
Date of expiry: 25/08/2029

CAREER OBJECTIVE:

Seeking a challenging and rewarding career where I can make a significant contribution to the organization. I believe that I shall prove to be a reliable asset for the organization.

PROFESSIONAL & ACADEMIC QUALIFICATION:

- **MBA** IN HUMAN RESOURCE MANAGENT FROM MADRAS UNIVERSITY IN 2012 SECURING 75%
- **MBA** IN EXPORT MANAGENT FROM BHARATHIAR UNIVERSITY
- **DIPLOMA** IN LOGISTICS & SHIPPING FROM INDIAN INSTITUTE OF LOGISTICS
- **BBA** FROM MADRAS UNIVERSITY IN 2010 SECURING 68% MARKS
- **DIPLOMA** IN ANIMATION FROM PIVOT ANIMATION IN 2009
- **HIGHER SECONDARY** FROM A.G. JAIN, CHENNAI IN 2007 SECURING 70% MARKS
- **SECONDARY EDUCATION** FROM ZION MATRICULATION, KODAIKANAL IN 2005 SECURING 58%

SKILLS AND EXPERTIZE:

- MS Word, MS Excel, PowerPoint
- Adobe Photoshop, Adobe Illustrator, Adobe Corel draw, 3D Modelling

PROFICIENCY:

- **LANGUAGE:** English, Malayalam, Tamil

SUMMAR INTERNSHIP:

GAC Shipping (India) Pvt. Ltd.

PROJECT TITLE: Fundamental analysis of shipping management

PROFESSIONAL EXPERIENCE:

COMPANY: LAZZA ICECREAM PVT. LTD .CO, KERALA, INDIA

DESIGNATION: PRODUCTION SUPERVISOR

DURATION: 1 YEAR (2012-2013)

RESPONSIBILITIES:

- Supervising the production area, maintaining stock in the storeroom, Arrange the production for maximum utility, Arrange job and responsibilities to workers

COMPANY: SULTAN TRANSPORT & CLEARANCE PVT. LTD .CO, DAMMAM, SAUDI ARABIA

DESIGNATION: LOGISTIC AND TRANSPORTATION INCHARGE

DURATION: 3 YEARS (2013-2016)

RESPONSIBILITIES:

- Handling logistic operations ensuring optimum inventory levels to achieve maximum cost Sales follow ups
- Port operation – Break bulk vessel operations
- Executing the physical stock verification, instituting inventory control measures & organizing dispensing activities
- Supply Chain Management & Logistics
- Monitoring availability of stock, making appropriate arrangements to ensure on time deliveries
- Maintaining daily country MIS for all inward/ outward logistics.

COMPANY: ZOEN WATER SOLUTIONS PVT. LTD .CO, BANGALORE, INDIA

DESIGNATION: PROJECT MANAGER

DURATION: 2 YEARS (2016-2018)

RESPONSIBILITIES:

- Train and monitor staff in standard operating procedures (SOPs) and safe work practices, including new employee inductions and tool box talks.
 - Manage inventory accuracy through monitoring of daily logistics activities, cycle counts, stock takes and audit of same to verify results.
 - Health & Safety compliance in accordance with company policy
 - Coordinate efficient operation of the logistics
 - Establish, maintain and promote high standards of customer service
 - Supervision of all staff under direct or indirect control
 - All resources are utilized efficiently
 - Liaise with drivers, customers and logistic personnel.
 - Plan and coordinate labor
 - Doing overseas communication logistic distribution centers
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COMPANY: ZAEM FZC, SHARJAH AIRPORT FREE ZONE, SAIF-ZONE, UNITED ARAB EMIRATES

DESIGNATION: MANAGEMENT COORDINATOR

DURATION: 1 YEARS (2018-2019)

RESPONSIBILITIES:

- Develop and execute the company's business strategies in order to attain the goals of the board and shareholders.
 - Provide strategic advice to the board and Chairperson so that they will have accurate view of the market and the company's future.
 - Prepare and implement comprehensive business plans to facilitate achievement by planning cost - effective operations and market development activities.
 - Ensure company policies and legal guidelines are communicated all the way from the top down in the company and that they are followed at all times.
 - Communicate and maintain trust relationships with customers, business partners and authorities.
 - Oversee the company's financial performance, investments and other business ventures.
 - Delegate responsibilities and supervise the work of executives providing guidance and motivation to drive maximum performance.
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COMPANY: THAPOVAN PUBLIC SCHOOL & JUNIOR COLLEGE, MANAKALA, ADOOR

DESIGNATION: HR ADMINISTRATOR

DURATION: 01-09-2019 JOINED

RESPONSIBILITIES:

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human Capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment

- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management

DECLARATION:

I do here by declare that the details furnished here are true. I also assure you that I will work with all my sincerity and dedication in your esteemed concern.

Jewel Jose