



LIJO JOHNSON

CONTACT

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Dubai Karama

ACADEMIC CREDENTIALS

BACHELOR OF BUSINESS

MANAGEMENT (BBM) | 2007

- Bharathiyar University
Coimbatore, Tamil Nadu
- CMS College of Science &
Commerce, Coimbatore

HIGHER SECONDARY

COMMERCE | 2004

- BHSS Punalur Kollam
- Board of Higher
Secondary Examination,
Kerala, India

SSLC

- BHSS Punalur Kollam
- Board of Public
Examination, Kerala,
India

COMPUTER PROFICIENCY

MS Office/Word ★★★★★
Windows ★★★★★
Outlook ★★★★★
Internet & Email ★★★★★

CERTIFICATIONS

- Tally 9, 2012

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

Multi-tasking ability Innovative Dynamic Team player
Excellent presentation skills Leadership quality Analytical skills
Project Management Public Relations Reasoning ability

EMPLOYMENT CHRONICLE

OPERATION EXECUTIVE | Mar 2017 – Oct 2021

BOLLORE LOGISTICS INDIA PVT LTD, BANGALORE, KARNATAKA, INDIA

Implant in Wabtec Faiveley Transport rail technologies Pvt. Ltd – Hosur

Key Responsibilities

- Handling Overall shipments to co-ordinate between the Forwarders & Customers.
- Handling to follow up the pre-alert documents to validate & process.
- Follow up any of issues regarding delay in shipments.
- Maintaining DSR & update review depending upon the Customer request.
- Handling to follow up the shipments from pick up to delivery through end-to-end process.
- Handling to follow up of Clearance activities & Documentation part in both Air & Sea Shipments.
- Handling both Ocean & Air bills. (Freight & CHB)
- To follow up the payment on bills for each and every month.
- Handling to Co-ordinate with finance team regarding disputes in bills (Freight & CHB).
- Arranging movement of goods from CFS to Industry.
- Transport follow up to reach industry.
- To communicate within industry to destination point of goods.

STORE MANAGER | May 2016 – Oct 2016

ELECTRA QATAR W.L.L QATAR, DOHA

Key Responsibilities

- Maintain store resister.
- Maintain purchase register.
- Maintain the goods receipt register.

PERSONAL STRENGTH

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness, and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**-Management skills to direct others and review others performance.

LANGUAGES KNOWN

English	<div></div>
Hindi	<div></div>
Tamil	<div></div>
Malayalam	<div></div>

PERSONAL DOSSIER

Gender : Male
Date of Birth : 17/05/1986
Nationality : Indian
Marital Status : Married

Permanent Address

Vilayil House
Elikkattoor P O Punalur,
Kollam, Pin - 689696,
Kerala, India

PASSPORT DETAIL

Passport No : U2367711
Place of Issue : Trivandrum
Date of Expiry : 23/12/2030
Visa Status : Visit Visa

- Maintain the issue register & Maintain Minimum stock level.
- Maintain records of goods ordered and received.
- After material received must inspect all items.
- Make stock ledger report as per management requirement
- Generating all required reports regarding dispatch of products using MS Excel.
- Attached Invoices and delivery notes to local purchase ordered as well as checked the details of materials delivered.
- Enclosed Invoices and delivery note numbers, dates and total value of invoices for materials received reports (MRR).
- Received MRR documents, verified numbers/dates and prepared list of documents to be sent to the accounting department.
- Executed and monitored all regular purchasing duties, including verifying petty cash fund and filing as well as securing confidential files of the company.

OPERATIONS EXECUTIVE | Nov 2011 - Jul 2015

UNITED MARITIME SERVICES SHIP AGENCY LLC, DUBAI, FUJAIRAH, UAE

Key Responsibilities

- Arrange Port formalities in advance for vessel’s calling Fujairah
- Off-shore Anchorage area and Khorfakkan Anchorage.
- Arrange Port formalities in advance for vessel’s calling Fujairah ADCO-SPM
- Arrange Seaman Visas for Crew at Fujairah &Khorfakkan Ports.
- Immigration/custom clearance for joining and signing off crew.
- Customs Clearance for Spares – both incoming and landing from vessel.
- Arrange necessary documentations in advance related to special permission at Fujairah and Khorfakkan Ports.
- Attend to Vessel’s which are subjected to Crisis Situation and do the needful on time with proper co-ordination with the Owners’
- Arrange Vessel in & out clearance at Port Rashid Sharjah.
- Handle Ship Chandling for Vessel’s calling UAE.
- Medical Attendance arrangement for Crew for Vessel’s at UAE Ports.
- Arrange Air-ticket and other travel related measures for Crew.
- Handle Transport Department including Driver Roaster.
- Arrange Port & Offshore Passes at Fujairah, Khorfakkan, Port Khalid and Hamriya Ports.
- Timely respond to e-mails and handle major correspondence related to Vessel and its respective Owners’ / Managers’.
- Day to Day updation of Vessel movements and report the same to the Department head and Management
- Arrange suitable service launch in advance for connecting stores, provisions and crew to the vessel in advance.

INTEREST



Body Building



Cricket

REFERENCE

- Gloria WASHINGTON
Branch Manager
Bollore Logistics India
Private Limited, Bangalore
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Mob: (+91) 80 4661 5000
(+91) 99 0036 2288

BUSINESS DEVELOPMENT OFFICER | Nov 2007 – Oct 2010

ORIGIN NETWORKS COCHIN, KERALA

Key Responsibilities

- Maintaining online database and reporting inventory details.
- Handling tele caller’s and given the proper training.
- Creating the incentive of sales officers and Tele callers.
- Assisted in broad areas of Customer service, sales, delivery verification, stocking, vendor relations, and product merchandising.
- Given the proper report to sales head and business head.
- Developing and Sustaining Solid Relationships with Company Stakeholders and Customers.
- Analysing Customer Feedback Data to Determine Whether Customers are Satisfied with Company Products and Services.
- Recruiting, Training, And Guiding Business Development Staff.
- Providing Insight into Product Development and Competitive Positioning.

DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars.

LIJO JOHNSON