

JESWIN K JOSE



CONTACT

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Limerick, Co.Limerick-
V94VF9R

SKILLS

- Operations & Office Administration
- HR Support & Employee Management
- Customer Service & Reception Handling
- Communication & Interpersonal Skills
- Conflict Resolution & Problem Solving
- Time Management & Multitasking
- Financial & Technical Reporting
- MS Office (Word, Excel, PowerPoint)
- Data Entry & Record Management
- Meeting & Scheduling Coordination
- Employee Productivity Optimization & Work Schedule Implementation
- Sales Strategy Development & Execution
- Product Innovation & Market Trend Analysis
- Cost-Effective Operations & Resource Management
- Quality Assurance & Process Improvement

PERSONAL INFORMATION

- **European Union Work Permit:** Yes
- **Industry:** Experienced in Administrative Assistance, Business Operations, Human Resources, Loading and Stocking, Management, Marketing, Quality Assurance, and Transportation Services also have International Driver's License



PROFILE

- MBA graduate with strong academic foundation and high-level proficiency in computer applications and management.
- 5+ years of experience in operations management, administration, and business support functions.
- Skilled in HR practices, clerical operations, interpersonal communication, and conflict resolution.
- Proficient in time management, multitasking, and problem-solving with an independent and result-oriented approach.
- Strong ability to prepare financial/technical reports and handle administrative tasks with efficiency.
- Excellent communication skills with a professional attitude, suitable for HR, receptionist, and clerical roles.



WORK EXPERIENCE

Operations Manager

Anna Tiles - Kerala, India

June 2020 - June 2025

- Implemented structured working hours for employees, improving discipline and overall productivity.
- Introduced a special performance-based bonus system to motivate employees and boost efficiency.
- Launched after-sales service programs, enhancing customer satisfaction and retention.
- Organized regular meetings with civil/architect engineers, contractors, and builders to strengthen business relationships and increase sales.
- Introduced innovative and cost-effective products aligned with market trends, resulting in improved competitiveness and revenue growth.



EDUCATION

Master of Business Management in Human Resources

2015-2017

Bharathiar University - Bangalore, India

Almost two month project has done in Travancore cements Ltd, India on 2016, under the guidens of HR department related on various working department's functions, missions, roles etc..

Bachelor of Commerce

2012-2015

Mahatma Gandhi University, Kerala, India

- Built a strong foundation in business, finance, economics, and management principles.
- Developed analytical, problem-solving, and reporting skills relevant to business and administration.