

# JIBIN T THOMAS



## PROFILE SUMMARY

Highly organized and detail-oriented Logistics/Warehouse Professional experience in managing logistics operations, coordinating warehouse activities, distribution and optimizing supply chain efficiencies. Expertise in inventory management, Logistics and warehouse operations, shipping and receiving, order fulfillment, and compliance with regulatory requirements. Proficient in using SAP and MS Office software to streamline operations and improve accuracy. Excellent communication skills with the ability to work collaboratively with cross functional teams. Reliable, proactive, and dedicated to ensuring that all logistics and warehouse operations run smoothly and efficiently. Seeking to work with a reputed organization that allows me utilize my skills and knowledge to the maximum and to contribute to the growth of organization and grow with it.

## WORK EXPERIENCE

### ➤ **LOGISTICS co ordinator | 1year 5 month** **ELITE FOODS PVT LTD (KALAMASSERY/ KOCHI)**

- Implement inventory control measures to minimize discrepancies, track stock levels, and avoid overstock or stockouts.
- Conduct routine audits and physical stock checks to maintain accurate inventory records.
- Oversee warehouse staff, including their schedules, tasks, and performance.
- Optimize workflow processes to enhance efficiency and productivity within the warehouse.
- Coordinate with the logistics team to ensure timely order processing and delivery.
- Supervise the dispatch of goods, ensuring accuracy and adherence to delivery schedules.
- Collaborate with transportation providers to facilitate the movement of goods to and from the warehouse.
- Maintain accurate records of inventory, transactions & warehouse activities.
- Implement measures to maintain product quality standards throughout the storage and handling processes.
- Utilize warehouse management systems or software to manage inventory and streamline operations.

## EDUCATION HISTORY

- **Post Graduate Diploma in Logistics and Supply chain Mangement | 2022-2023**  
**NSDC | IIRDC | Nexora**
- **Bachelor of Business Administration (BBA) | 2019-2022**  
Kerala university
- **Higher Secondary (plus two) | 2016-2018**  
Group : Computer Science | Government of kerala  
CVKM HSS East kallada
- **High School | 2016**  
Government of kerala  
KRKPM BHS & VHSS, Kadampanad

## PERSONAL DETAILS

Mobile No : +971507924814  
Email : jibin922000@gmail.com

Address : Sharjah, UAE

Nationality : India  
D.O.B : 09.02.2000  
Gender : Male  
Marital Status : Single

## KEY SKILLS

Warehouse/Logistics Management

Procurement

Time management

Inventory Management

Computer skill

SAP

Customer Service

Leadership skill

Documentation and Reporting

Team collaboration

Problem solving skill

Excellent Communication skill

## COMPUTER SKILL

- SAP GUI
- SAP MM
- MS EXCEL
- MS WORD

## LANGUAGES KNOWN

- English - Working Proficiency
- Tamil - Intermediate proficiency
- Malayalam - Native

## PASSPORT DETAILS

Passport No : W2858323  
Issue Date : 25/07/2022  
Expiry Date : 24/07/2032

## VISA DETAILS

Visa type Visting visa  
visa issue 05/05/2025  
visa expiry 04/07/2025

## HOBBIES

 Photography  Music  Travelling

## CERTIFICATION OF PROFICIENCY

- National Skill Development Corporation (NSDC)
- Institution of Industrial Research and Development Confederation (IIRDC)
- NEXORA | Academic specialisation certificate
  - Supply Chain Planning Operations
  - Supply Chain Performance Measures
  - Warehouse Mangement
  - Logistcs Transportation and operations
  - Strategic Sourcing
  - Integerated Logistics Strategy
  - Air cargo Logistcs

## ACHIEVEMENT AND PROJECT

- **A Study of logistics and Supply chain process**  
Star Milk Products, Kadathoor P.O, Thazhava,  
karunagappally, kollam 690523

## DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

JIBIN T THOMAS