

ROSE JEENA C J

CHALIYACHANVEETIL
HOUSE N.CHELLANAM P O

COCHIN - 8
ERNAKULAM DISTRICT
KERALA, INDIA-682008

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To achieve a challenging position and rewarding career in a well established organization in the field of Quality assurance that would offer me aspirational opportunities for the organization growth.

PROFESSIONAL PROFILE

- 2 years experienced in the field of warehouse and logistics in pharmaceutical Industry
- Excellent oral and written communication skills.
- Numeracy and an understanding of finance.
- Knowledge of the legal requirements of operating a warehouse.
- People management skills, including the ability to lead and motivate others, delegate work and explain ideas.
- Logging and handling the investigations for deviations.
- Planning and organising skills.
- Understanding written sentences and paragraphs in work related documents.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Talking to others to convey information effectively.
- Adjusting actions in relation to others' actions.
- Understanding the implications of new information for both current and future problem-solving and decision-making.

AREAS OF EXPERTISE

- | | |
|----------------------------|----------------------------|
| - Logistic Documentation | - People Management |
| - Warehouse | - Management skills |
| - Maintenance of Inventory | - Material flow management |

CAREER HIGHLIGHTS & JOB RESPONSIBILITIES

Manager, Warehouse and Logistics

ubio Biotechnology Systems pvt. Ltd, Cochin, Kerala

- Daily monitoring and track the couriers.
- Planning and Review related activities.
- Manage, oversee, supervise and participate in storeroom operations.
- Preparing documents for shipping.
- Issue the Raw materials for manufacturing.
- Check documents for thoroughness and completeness and prepare additional Documentation when necessary.
- Initiate all requests for replenishment of stock.
- Approve requisitions, analyzes work orders.
- Create procedures for logistics activities.
- Implement material flow management systems to meet production requirements.

- Direct distribution centre operation to ensure achievement of cost, productivity, accuracy, or timeliness objectives.
- Negotiate transportation rates
- Conduct environmental audits for logistics activities, such as storage, distribution and transportation.
- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

ACADEMIA

Pharmacy Assistant (2015 – 2016)

- ✓ Completed from Apollo Med skills, Elamakara, Kerala - India

B.Ed (2013 – 2014)

- ✓ Completed B.Ed from the mahatma gandhi university kottayam Kerala - India

B.Sc (2010-2013)

- ✓ Completed B.Sc, ST Teresas College EKM, from the mahatma gandhi university kottayam Kerala – India

Higher Secondary Education (Completed in the year of 2008-2010)

- ✓ Completed higher secondary education from the state board of higher secondary education Kerala India.

Secondary Education (Completed in the year of 2008)

- ✓ Completed secondary education from the state board of secondary education Kerala India.

IT FORTE & Additional strengths

- ⇒ Well-versed with Windows XP, MS Office Packages.
- ⇒ Having ability to work at any situation & Flexibility to handle the team in a smooth manner.
- ⇒ Willing to learn more.

ACHIEVEMENT

- ⇒ Had been Representative in my school and organized many events in my school.
- ⇒ Got first prize in Poem writing in school level youth festival.

LINGUISTIC PROFICIENCY

- ⇒ Malayalam & English (Read, Write, Speak)

PERSONAL DETAILS

Full Name : Rose Jeena C J
Date of Birth : 7th May, 1993
Nationality : India
Strengths : Optimistic thinker, Good leader & Analytical problem solving skills
Hobbies : Reading Newspaper, Gardening & cooking
Marital Status : Single

DECLARATION

I do hereby confirm that the information given above is true to the best of my knowledge.

Date: 27/01/2018

Place: Ernakulum

(Rose Jeena C J)