

JOJO JOSEPH

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Objective

Budding career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges.

Education Qualification

▪ **POST GRADUATION | 2016 | BHARATHIAR UNIVERSITY**

MBA: Logistics and Shipping

▪ **BACHELOR OF ENGLISH | 2014 | IGNOU UNIVERSITY**

English: Literature

Experience

Sales Coordinator & Transport Coordinator (EMCO, Bahrain) May 2018 till date

Job Description

- Coordinate with sales team on daily basis to support sales activities
- Preparing & submitting the offers for the company products
- Conduct daily sales calls & target Construction Company as per sales call
- Responding to complaints from customers and give after sales support when requested
- Developing exit and new contractors
- Monitoring all transportation operations
- Preparing daily schedule of drivers and transportation
- Ensure correct estimates in transport planning system
- Record driver concerns along with policy violations and direct main issues to the management

Operation Assistant cum Accounts & HR Assistant

(Al Arrayed Logistics W.L.L Sitra, Bahrain) Dec 2017 – May 2018

Job Description

- Monitored all transportation operations, including quality controls, to ensure transportation services met contract obligations as well as local and national government regulatory requirements. Served as transportation liaison between various organizations and countries. Oversaw dispatching, routing, tracking, and shipping activities to ensure safe, prompt, and accurate delivery of transportation equipment. Trained and coached staff on new tracking procedures. Communicated operational needs to senior management.
- Daily payroll preparing
- Daily access to Ems system.
- Invoice analyzing & preparing

Sales Coordinator & Showroom In charge

(Perfect Home W.L.L. Tubli, Manama) March 2017- Dec 2017

Job Description

- Provide sales support for sales team
- Manage distribution of sales material
- Maintaining inventory of sales material
- Tracking sales leads and customer orders
- Ensuring the accuracy & timely processing of orders
- Maintaining sales reports
- Negotiate deal with customers
- Monitor store and employee
- Product management including ordering, receiving & price changing
- Handling damaged product and return
- Facilitating staff learning training alone with the Manager

Administrative Executive

(Invest leaf Management Solution) Feb 2011- Mar2014

Job Description

- Managing Travel Desk
- Bookkeeping
- Arranging any Material for Company requirement
- Staff Maintenance
- Recruitment Outsourcing
- Dispatch and keep records updated
- Coordinating with facility provider
- Maintenance relationship with Clients

STORE KEEPER (DTDC Courier & Logistics Feb 2016-Jan 2017)

Job Description

- Checking Inventory
- Handling purchases and returns
- Keeping records and maintaining the image of a company
- Deal with vendors, customers and owners to make sure their needs are satisfied
- Arrange merchandise and company records in an efficient manner

Internship

MANAGEMENT TRAINEE (KAMAT&CO FEB 2015-MAY 2015)

- Consolidated list of clients, addressing their queries through email and phone.
- Corresponding on behalf of the organization with the client.
- More work experience in supply Chain Management - specialized in ocean and air department.
- Trained for preparing documentations such as Airway Bill and Seaway Bill.

- Customer Service.
- Freight analyzer between vendor and liner.
- Container Tracking.
- Consolidating shipment.

Personal Details

Date of Birth : 06-April - 1991
Nationality : Indian
Permanent Address : P J Nivas, Nadisseriel,
Kavanad P.O., Kollam
691003
Kerala, India
Contact No. : +918089652499 ; +973-32300514
Passport : L8506555
(Issued at Trivandrum valid up to 2024)
Driving License : 910448302 (issued at Bahrain valid up to 2022)

Declaration

I hereby declare that the above-mentioned information is true up to my knowledge and I bear the responsibility for the correctness of the mentioned particulars.

JOJO JOSEPH