

FAIZAL T. J.

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faizaltj27@gmail.com

Indian License No : 28/1743/2017



Dependable Logistics Firm with 2 years of experience in warehouse management and employee supervision. Skilled at managing inventory control, shipping & receiving, customer relations and safety and compliance. Proficient in designating storage areas, preparing shipments, monitoring warehouse supplies and handling paperwork. A dependable individual who is known for honesty and integrity.

Experience

WAREHOUSE ASSISTANT AND CO-ORDINATOR

Mahindra Logistics Limited

Cochin, Kerala, India

From Oct. 2019 to Dec 2021

- Move inventory and materials across facilities
- Process inventory for delivery
- Sort, organize and store inventory in the proper location
- Package items and label correctly
- Scan delivered items and ensure quality
- Report damaged or missing inventory to supervisors
- Stack and organize large bulk items
- Remove inventory from trucks or shipping and delivery to proper location
- Update logs and documentation for inventory processing
- Move materials from facilities to workstations, pick-up locations, or other locations
- Wear safety gear at all times

Computer Hardware and Network Engineer

MRV Infotech India Pvt. Ltd., Chennai, India

From Nov. 2012 to Sep. 2019

- Assembling the Computers.
- Will be required to install, maintain and repair the electronics systems and all equipment of the VSAT system on ATM, Malls, Fuel Stations, Banks etc.
- Connect, monitor, control and configure networking equipment.
- Troubleshoot issues for clients, give recommendations for resolution; calculate and deliver estimates to clients for repair, replacement and installation solutions and repair/replacement.

Passport Details

Passport No. : N1858263
Date of Issue : 12.08.2015
Date of Expiry : 11.08.2025
Place of Issue : Trivandrum

Personal details

- Date of Birth : 19.05.1992
- Gender : Male
- Marital Status : Married
- Nationality : Indian
- Permanent Address : Thundumuriyil (H)
Chunkappara,
Pathanamthitta
Kerala, India

Communication skills

Languages knowns:

- English, Hindi & Malayalam

Other Qualification

- *Light vehicle Driving License India (Manual)*

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Education

- **Diploma in Logistics and Shipping :**
GOVT. POLYTECHNIC COLLEGE VENNIKULAM,
KERALA (2018-2019)
- **Bachelor of Commerce (B.COM) :**
MADURAI KAMRAJ UNIVERSITY INDIA (2014 –2017)
- **Higher Secondary Education :**
GOVT. HSS Thazhathuvadakara KERALA, INDIA
- **SSLC (Secondary School leaving certificate) :**
St. George High School
Chunkappara, Pathanamthitta, Kerala, India.

Computer knowledge

- ❖ **CCNA & RHCE**
- ❖ **MS Office**
MS Word, MS Excel, Outlook 365
- ❖ **Amazon E commerce Software**
- ❖ **Internet and E-mailing**

Core Attribute

- ❖ Skilled at the safe handling of personal and business packages
- ❖ Experienced with using relevant software programs to track deliveries.
- ❖ Strong organizational skills, especially in high-pressure situations
- ❖ Excellent customer service skill, including the ability to resolve issues.
- ❖ Ability to work well in team settings.
- ❖ Good communication skills
- ❖ Resistance to stress
- ❖ Good manners
- ❖ Excellent multitasker
- ❖ Time management

Declaration

I hereby declare that the above-mentioned details are true and accurate in best of my Knowledge and if I am selected for service in your esteemed organization, it shall be my earnest endeavor to perform my duties upto your entire satisfaction.

FAIZAL T. J.

Place :

Date :