



Shyjo Mathew

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PROFILE

Enthusiastic and optimistic warehouse coordinator \ Receiver with over 4 years experience as a sales executive for signage and advertising industry .Analytical thinker with ability to perform well under pressure .Goal and team oriented with strong leadership skills and a commitment to team quotas.

Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

WORK EXPERIENCE

Warehouse Coordinator /Receiver

Just Right Middle East FZCO

04/2017 – 12/2020 DUBAI, UNITED ARAB EMIRATES

Company Overview

Just right is one of the world's foremost manufacturers, with a long and distinguished history of excellence in the industry. With a global footprint in over 47 countries, just right® is a global leader in the manufacturing of high-quality cladding solutions and dealer of Mitsubishi, Arkema, Evonik, LuciteAcrylics,Sumipex ,Thaipoly Sheets, Brett Martin

Products traded and handled:

Acrylic Sheets, Polycarbonatessheets Foam Sheets, ABS Sheets,PMMA resin,HIPS resin, PVC ,HDPE ,PET, Aluminium composite panels ,signage products etc...

Job Responsibilities

- Comparing purchase orders with invoices and packaging lists.
- Inspecting deliveries to ensure they match order and invoice criteria.
- Receiving and signing for deliveries.
- Unloading deliveries from trucks.
- Processing returns for incorrect or unsatisfactory items.
- Organizing and storing received items in appropriate areas.
- Updating inventory with received items.
- Communicating with vendors regarding delays or problems.
- Maintaining records of orders, delivery details, etc.

Warehouse associate
Diamond Food Products Co

📅 06/2016 – 02/2017 KOLLAM, KERALA, INDIA

Job Responsibilities

- 📅 Assign delivery
- 📅 Oversee and assist with the loading and unloading of deliveries
- 📅 Identify potential inventory shortages and communicate with the relevant department
- 📅 Pick and prepare orders to be shipped
- 📅 Ensure proper packaging and labeling of shipments

EDUCATION

B.com computer application
William Carey University (india)
📅 08/2013 – 05/2016 📍 INDIA

Plus Two
Government Higher Secondary School
📅 03/2011 📍 INDIA

SKILLS

📄 **LANGUAGES**

English/Hindi/Malayalam/Tamil

SKILLS

COMPUTER SKILLS

MS Word ,Excel ,PowerPoint,Outlook,Tally

STRENGTHS

#Adaptable # Managing# Team Working #Leader Ship #Working under pressure

DECLARATION

#I hereby declare that above furnished information is true to the best of my knowledge and belief.

