

# ABY JOSEPH

ABY JOSEPH , Puthenpurackal ( H ) ,Melukavumattom P.O , Kottayam ( Dist. ) ,  
Pin - 686652 , Kerala  
Cell: 9526700615  
[abyjoseph1992@gmail.com](mailto:abyjoseph1992@gmail.com)



Seeking Assignment in Inventory control, Recruitment, Training and Reporting with a reputed organization.

## SUMMARY

- ✓ An Engineering graduate and MBA holder with over 3 years of experience in Metal Industry
- ✓ Below 1 year of experience working on an engineering institution as well as consumer utensils trading company and approximately 3 years of experience in a construction goods trading company
- ✓ Expertise in creating Dashboards and Reports using Excel formulas, charts, etc.
- ✓ Excellent Communication skills, Project Management skills, and Customer Relationship Management.

## SKILLS

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>● Time management</li><li>● Business Analysis</li><li>● Strong collaborative skills</li><li>● Excellent problem solving skills</li><li>● Good communication skills</li><li>●</li><li>●</li></ul> | <ul style="list-style-type: none"><li>● Good leadership skills.</li><li>● To maintaining good relationships to the customer.</li><li>● Good learning skills.</li><li>● Advanced Excel and word</li><li>● Statistical analysis</li><li>●</li></ul> |
|--|---|

## PROFESSIONAL EXPERIENCE

### LEKSHMY ENGINEERING WORKS

Melukaumattom

**Production Supervisor**

06/2013 to 06/2016

- To conduct inspections on equipment's and determine its conditions.
- To maintain the equipment's or repair that on daily, monthly and yearly basis.  
Keep good relation between the employees and customers.
- To maintain the production with minimum time and maximum quality.
- To keep the time schedule for production.
- Report the medical help needed from the company.
- To provide the safety equipment's to the employees.

## **ST:MARY'S ENGINEERING INSTITUTE**

Pala

### **Instructor**

07/2016 to 05/2017

- To conduct classes and assess the students.
- Maintain attendance registers and involve their extra-curricular activities.
- To find their needs for educational purposes and help them to study.

## **AURA iEX INTERNATIONAL PRIVATE LIMITED**

Chalakkudy

### **Manager**

06/2017 to 12/2017

- Performed inventory control, complaint management, and logistics as well as reporting tasks. Managed, updated and manipulated report orientation and structures with the use of
- advanced Excel. Generated weekly, monthly, and quarterly reports necessary maintaining the stock.
- Handled data collection, analysis, interpretation and presentation to management and other team members gathered via a wide range of available means and methods from users and business partners associated with Supply Chain activities.
- Tracked, analyzed and interpreted trends in Smart assist data.

## **GEORGE AND COMPANY**

Thodupuzha

### **Assistant Manager**

01/2018 to Present

- Perform routine duties independently, setting priorities and scheduling work in accordance with established and general policies and procedures.
- Maintain Inventory, appointments, and schedules as necessary
- Generated weekly, monthly, and quarterly reports regarding complaints from customers and attendance of employees on daily basis.
- Support various operations and ongoing projects; act as a liaison between Corporate and internal and external departments to ensure clear and concise communications; flow of documentation and scheduling of necessary meetings and appointments.
- Compose letters, documents, spreadsheets, and memoranda including material of a confidential nature.
- Respond to inquiries on the telephone and in person. Resolve complaints within the scope of information and refer to others, as appropriate.
- Maintain and monitor department expenditures; assist in budget preparation and financial documentation.
- Maintains attendance according to scheduled days and hours and appropriate dress and appearance standards, according to company policy.
- Attends mandatory company training sessions..
- Strong Computer skills: Word, Advanced Excel, Word and PowerPoint

---

## ACCOMPLISHMENTS

---

- Prepared spread sheets for analyzing the sale and company position in the market.
- Set up trackers on Google spreadsheets for multi team interaction so as to improve the efficiency in various processes.
- Worked on the revenue leakage by coordinating with Brand POC's (point of contact) and saved maximum returns within stipulated time constraint.

---

## EDUCATION AND TRAINING

---

**Post-Graduation:** MBA in HRM from Bharathiar University in 2018

**Graduation: B.E.** (Mechanical) from Annamalai University in 2013

---

## PERSONAL DETAILS

---

Dateofbirth : 16/02/1992

Passport number: T9616913

FathersName : JOSEPHMP

Languages : English, Hindi, Malayalam, Tamil

## DECLARATION

I hereby declare that above mentioned details are true to the best of my knowledge and belief.

Place: **Melukavumattom**

**ABYJOSEPH**